



# KENTUCKY COURT OF JUSTICE RULES OF ADMINISTRATIVE PROCEDURE

## ***Part X: Real Property Management***

### ***Section I. Construction Program Development***

*August 2005*

# Supreme Court of Kentucky

## ORDER

IN RE:

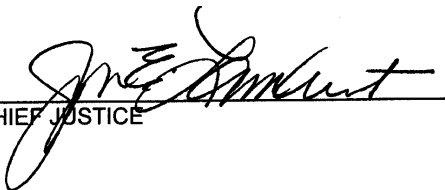
### ADOPTION OF RULES OF ADMINISTRATIVE PROCEDURES OF THE COURT OF JUSTICE

#### PART X. COURT OF JUSTICE REAL PROPERTY MANAGEMENT

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Pursuant to Sections 110(5)(b) and 116 of the Constitution, court facilities construction program development, criteria, and design and construction rules and standards for the Court of Justice shall henceforth be governed in accordance with the Rules of Administrative Procedures of the Court of Justice, Part X. Court of Justice Real Property Management, consisting of three (3) sections: a court facilities construction program development; court facilities criteria; and court facilities design and construction, which is attached hereto. Beginning with the Capital Construction Projects authorized by the 2005 General Assembly, all previous rules and orders regarding court facilities real property management are hereby amended in their entirety. This order is effective upon entry.

Entered August 9, 2005.

  
CHIEF JUSTICE



# CONSTRUCTION PROGRAM DEVELOPMENT PREFACE

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**Summary.** The Rules of Administrative Procedure (AP Part X) of the Court of Justice (COJ) have the force and effect of law in the Commonwealth of Kentucky. This Rule of Administrative Procedure Part X, Section I, II, III establishes policy and procedures concerning the development of Capital Projects, Court Facilities, COJ Support Facilities, and COJ Administrative Facilities within the Commonwealth of Kentucky, which are approved by and supported with COJ Administrative Office of the Courts administered funds. The development process includes, but is not limited to, the preparation and approval of COJ program documents and funding, construction documents, procurement of professional and construction services, design oversight, financial oversight and regulatory authority, and the oversight of site selection and property procurement procedures.

**Court of Justice Capital Projects:** This Rule of Administrative Procedure Part X applies to the development of all Court of Justice Capital Projects. Court of Justice Capital Projects shall not be bound by, adjoined to, or associated with a non-Court of Justice project or programs without the expressed written approval of the AOC General Manager of Facilities, by and through an executed Memorandum of Understanding by which the non-COJ party shall be likewise bound, adjoined, or associated to the project. Upon completion of a 100-percent (100%) COJ occupied Capital Project, the facility shall not be modified by the construction of additions or other alterations of any kind without the AOC General Manager of Facilities' written approval.

**Applicability.** This AP Part X shall apply to all Court of Justice supported facilities. Compliance with this AP Part X is required for all court facility projects requested by the Court of Justice and authorized by the Kentucky General Assembly.

This Rule of Administrative Procedure Part X shall be referenced by and made a part of all documents related to COJ Capital Projects including, but not limited to; agreements/understandings with local government agencies; all contract documents relating to professional services of design, construction management, any and all construction service contracts, and materials providers. Additionally, all solicitations and/or bid documents shall contain such reference. Any and all such documents shall, at a minimum, contain the following statement:

“Court of Justice Rules of Administrative Procedure have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in Court of Justice Rule of Administrative Procedure Part X shall take precedence over any language or conditions stated herein.”

Inclusion of the minimum statement and/or simple reference to Rule of Administrative Procedure Part X shall provide full and equal enforcement as if quoted and/or printed verbatim.

**Interim Changes and Amendments to this Document:** The Chief Justice of the Supreme Court may implement changes and amendments to this AP Part X to insure that the best interests of the Court of Justice are met. Interim changes and/or amendments may address statewide, regional, or individual project issues and may be effective for a limited period of time until a revision of this Rule AP Part X is approved by the Chief Justice and published. Such changes or amendments may also be presented by the Director of the Administrative Office of the Courts and signed by the Chief Justice.

**Permanent Changes:** Permanent changes are incorporated into the Rule of Administrative Procedure Part X upon approval of the Chief Justice of the Supreme Court by Court Order.

**Internal Control System:** This publication contains procedures for the preparation and the execution of approved COJ Capital Projects and COJ project programs. The allowable scope and size of facilities governed by the COJ AP Part X, is contained in the component titled "Rule of Administrative Procedure Part X, Section II, Court Facilities Criteria." Deviations from this Criteria is not permissible without the expressed written approval by the AOC General Manager.

**Conflicts:** In the event that any chapter, section, paragraph, and/or statement of this AP, Part X; conflicts with any other requirement(s), mandate(s), regulatory review or process, the AOC General Manager shall make the final determination which requirement(s), mandate(s), and/or regulation or provision or chapter, section, paragraph, or statement contained herein is most beneficial to the Court of Justice. This determination is final, carries the force and effect of this Rule, and shall be applied and/or executed without any effect to any other chapter, paragraph, or statement contained herein, including any changes, and/or amendments as described above.

**Suggested Improvements.** Users of this publication are encouraged to send comments and suggested improvements to the General Manager of Facilities, Administrative Office of the Courts, 100 Millcreek Park, Frankfort, Kentucky 40601- 9230.

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## **Appendix G – Court of Justice A-E and Related Services and Construction Service Provider Questionnaires**



# Chapter 1. General

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## 1-1. Explanation of Abbreviations and Terms.

Abbreviations and special terms used in this Rule of Administrative Procedure are identified and defined in the glossary listed in Appendix B. As used in these sections, unless the context otherwise requires, the key abbreviations include, but are not limited to the following, which are further defined in the glossary:

**COJ** shall mean Court of Justice.

**AP Part X** shall mean the Rules of Administrative of Procedure of the Court of Justice, Part X, Section I, Real Property Management.

**AP Part X Section II** shall mean the Rules of Administrative of Procedure of the Court of Justice, Part X, Section II, Real Property Management.

**AP Part X Section III** shall mean the Rules of Administrative of Procedure of the Court of Justice, Part X, Section III, Real Property Management

**Owner** shall mean the Local Agency (e.g., County Fiscal Court, City, etc.).

**PDB** shall mean Project Development Board.

**CFSC** shall mean Court Facilities Standards Committee.

**AOC** shall mean the Administrative Office of the Courts.

**AOC General Manager** shall mean the AOC General Manager of Facilities.

**A-E** shall mean the Architect-Engineer.

**CM** shall mean Construction Manager.

**GC** shall mean the General Contractor.

**MOU** shall mean Memorandum of Understanding.

## 1-2. Purpose.

This section of the AP Part X establishes the form and format for construction program documents for proposed construction and the means and methods to execute projects approved by the Commonwealth of Kentucky, COJ, which are eligible for support by the AOC, either totally or in part, from Commonwealth of Kentucky General Assembly construction authorizations and funds administered by the AOC. In accordance with KRS Chapter 26A, the AOC oversees the construction and care of COJ facilities. The rules established by AP Part X were established for the AOC General Manager to administer and provide equity and dignity to COJ Facilities and, to the greatest extent, existing COJ Facilities.

## 1-3. References.

Required and related publications are listed in Appendix A.

## 1-4. Responsibilities.

**A. The Owner** authorizes and accepts the proposed construction program through the execution of a MOU with the Commonwealth of Kentucky COJ. No project shall be included in Judicial Branch budget request without an executed MOU. The MOU sets forth the terms of program development and affirms that AP Part X. shall be adhered to by the Owner.

**B. The Project Development Board (PDB)** shall act as the agent of both the Owner and the Commonwealth of Kentucky COJ during the development of court facilities funded either all or in part by the COJ. Upon General Assembly authorization of a Capital Project and the issuance of "Notice to Proceed" by the Chief Justice, the PDB shall then be authorized to form. The PDB shall execute its duties and responsibilities in strict accordance with and as defined in AP Part X.

**C. The AOC General Manager of Facilities, Commonwealth of Kentucky Administrative Office of the Courts:** All court facilities within the Commonwealth of Kentucky are subject to the ultimate direction and control of the Chief Justice. All matters pertaining to Court Facilities are under the jurisdiction of the AOC General Manager who acts on behalf of the Chief Justice. The AOC General Manager is responsible for the development of COJ construction programs in accordance with this AP Part X. Upon completion of the construction program, the AOC General Manager executes duties and responsibilities required to operate and maintain facilities.

**D. The Courts Facilities Standards Committee:** The duties and responsibilities of the CFSC are defined in KRS Chapter 26A (Appendix B, Section II). In accordance with KRS Chapter 26A, the Committee authorizes Phase A(Schematic) designs of COJ facilities.

**1-5. Policy:** AOC policy regarding proposals, shall be as follows:

**A. COJ Authority:** In accordance with KRS 26A.160(1),(2), the AOC shall oversee the design, financing and construction of COJ facilities in the Commonwealth of Kentucky.

**B. Court Facilities and Court Support Facilities.** Only proposals of facilities specified and detailed in accordance with the Court Facilities Criteria section of AP Part X and prepared in accordance with this section of AP Part X shall be authorized for construction with AOC funds and, forwarded to the Legislative Branch for authorization and funding by the General Assembly.

**C. Construction Program Documents** prepared in accordance with AP Part X Section I, Construction Program Development, shall be tendered to the Legislative Branch for consideration.

**D. Locations for New Court Facilities:** Traditionally, Kentucky courthouses have been located in the central fabric of our county seats, and in most cases represent the governmental and cultural center of the community, and very often represents an identifying iconic image of the Community. The rich history and tradition of our county seats is deemed significant and worthy of priority consideration when posing these capital projects for our court facilities. Therefore, first consideration shall be given to sites near the existing courthouse in the general downtown fabric of the community so as to benefit the local economy and not disrupt established land use. The effort to maintain judicial presence in the downtown or center of the community shall be pursued and supported by the PDB. (See Chapter 12).

1. In the event that no site in the cultural center of the community is suited for COJ needs because of size, location, or economic viability as determined by the AOC General Manager, the AOC General Manager may then direct the PDB to pursue a suitable site at another location.

2. Only those sites determined as properly and/or best located and sized by the AOC General Manager may be used for the development of COJ projects.

## **1-6 Role of the AOC**

The General Assembly of the Commonwealth of Kentucky authorizes state funds for local agencies to provide facilities for the operation of the Commonwealth's COJ. Chapters 13 through 18 of this portion of AP Part X establishes project contracting policy with design professionals, construction contractors, and project financing. Rules of Administrative Procedure of the Court of Justice, Part X, Section II, Court Facilities Criteria establishes space allowances; and, Rules of Administrative Procedure of the Court of Justice, Part X, Section III, Court Facilities provides the design and construction standards. Each such contribution is subject to the terms of a MOU, which is executed specifically for providing COJ facilities. One of the standard provisions of the Agreement is that "All work shall be done according to the laws of the Commonwealth of Kentucky and COJ Rules of Administrative Procedure and under the oversight, review, and approval of the AOC General Manager, or his or her designee."

## **1-7 COJ Projects**

COJ capital construction projects are considered projects of the Commonwealth of Kentucky Judicial Branch of Government and are developed in accordance with AP Part X . Until Commonwealth of Kentucky General Assembly authorization, Judicial Branch projects do not exist and are considered as proposals.

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## Chapter 2. Court Facilities Development Process

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### 2-1 General

**A.** In accordance with KRS Chapter 26A, the AOC provides administrative assistance and oversight for COJ projects. The statutory requirements are implemented with AP Part X.

**B.** The Court Facilities Development Process is designed to promote equity among all Kentucky COJ Facilities. As a result, the needs of the most inadequate COJ facilities are given first priority and adequate and appropriate facilities are developed.

### 2-2 Process Components

**A. Analysis of Existing Facilities:** During the development of each Capital Construction Plan proposal to the Legislative Branch of Government, Judicial facilities shall be assessed to identify their level of condition and adequacy. There shall be two (2) parts of this ongoing analysis:

Detailed Assessment Updates; and  
Staff Analysis.

#### 1. Grading and Prioritizing:

a. The assessment of an individual COJ facility is based upon a comparison to all other facilities in Kentucky. Each facility is then ranked against all other facilities statewide. The Chief Justice reserves the right to evaluate, realign, and establish priorities due to circumstances and/or events (world, national, state, regional, local) to best serve the interests of the COJ.

b. Considerations for prioritization changes and/or realignments may include, but are not limited to, the following:

I. Capital investments/improvements since last evaluation update;

II. Space modifications (from one use to another use within facilities);

III. Existing verses Authorized Criteria comparisons (as Criteria evolves to meet Judicial needs);

IV. Major or catastrophic events (fire, flood, safety, environmental, structural failure, etc.);

V. Additional evaluated items (such as a newly required security provision); and

VI. Changes to or additional weighted entities.



2. Detailed Assessments are conducted with AOC Department of Facilities staff or an A-E service vendor, with AOC oversight and verification. Detailed assessments evaluate and/or update the condition, capacity and efficiency of primary and supporting facilities. These assessments shall be updated prior to preparation of Capital Plans in order to reflect any changes which may have occurred. Detailed assessments shall address, as a minimum, the following:

Americans with Disabilities Act compliance	Fire Detection and Suppression
Environmental Concerns	Current and Future Facility Requirements
Foundation and Structure	Site Characteristics
Floors, Walls and Ceilings	Retaining Walls
Roofs, Flashing, Gutters, Downspouts	Parking, Pickup & Dropoff Areas
Windows and Doors	Access Roads & Entrance Throats
Stairs and Elevators	Walkways
Heating, Ventilation, Air Conditioning	Exterior Fire Protection
Domestic Water Heating & Distribution	Grounds
Electrical Service and Distribution	Exterior Signage
Telecommunications Systems	Security Barriers & Fencing
Data Infrastructures	Utility Service

Additionally the assessments shall include existing space and occupant audits, CAD drawings, and digital photographs.

3. Staff analysis of the Detailed Assessments includes, but is not limited to, "weighting" individual aspects. "Life Safety" aspects (e.g., structural problems, fire hazards, etc.) received the greatest weighting, followed by Americans with Disability Act (ADA) and environmental concerns, followed by major building components. "Criteria" shall then be applied to the individual Facility's future requirements to derive an actual to authorized size ratio. A score is generated for each facility using the weighted aspects and including existing debt. These scores are then sorted to form the prioritized list of capital construction projects. The Chief Justice and the Director of the AOC shall determine how many projects on the prioritized list shall be requested in each biennia of the Capital Plan.

**B. Facility Size Determination:** The primary and supporting facility size determination for each proposed project shall be calculated to meet the COJ criteria standards. This calculation shall be based upon county demographics that are referenced to judicial activity history. Projected demographics, judicial activity data and future requirements shall be applied to criteria, that identifies facility requirements. These requirements shall be applied to criteria that identifies the "authorized" facility size. The authorized facility size shall be analyzed and shall be recommended for inclusion in the Judicial Branch Capital Plan by the AOC General Manager. The AOC General Manager shall retain the authority to make adjustments and modifications as may be appropriate to serve the best interests of the COJ.

**C. Construction Cost Programming Estimates:** The COJ shall use current historical and R.S. Means publication of standard estimating cost factors to estimate facility design and construction budgets. Major building aspects, such as courtrooms, administrative areas, public areas, paving, and site work shall be estimated and evaluated separately. The estimates shall be projected with inflation factors to reflect program year costs. Any inflation factor used is evaluated and reviewed to be consistent with other similar government projections.

**D. Agreements and Understandings:** Prior to the inclusion of a Capital Construction Plan for in the COJ budget request to the General Assembly, the AOC and the Owner shall enter into a MOU. This MOU shall detail duties and responsibilities required of both parties for the design and construction of the facility and shall set forth facility use, use allowance, reimbursement responsibilities, together with Operations and Maintenance responsibilities for the AOC and Owner upon completion of the Project. The MOU shall also establish the Projects to be authorized and developed in accordance with AP Part X. No Project shall be tendered for authorization without an executed MOU.

**E. Capital Plan:** The AOC General Manager, with the guidance and direction of the Director and the Chief Justice, shall prepare a Capital Plan. This Capital Plan shall list proposed Projects, in priority, by biennium.

**F. Program Documents Preparation:** After the execution of a MOU, authorization by the General Assembly and a mutual determination by the AOC and the Owner that the scope and cost of the building is supportable, all exceptions to criteria have been resolved, and necessary adjustments have been made by the AOC General Manager, final program estimates and program documents may be prepared. The AOC and Project Development Board shall prepare the Final Program Documents in accordance with rules relating to AP Part X.

**G. Legislative Approval:** The COJ shall tender the Capital Plan to the Legislative Branch for consideration. The Legislature has the sole authority to authorize Project funding. Projects shall be established only upon authorization by the General Assembly of the Legislative Branch.

**H. Project Development Board:** Upon legislative authorization establishing a Project, the Chief Justice shall authorize the establishment of a Project Development Board (PDB) for each Project, with a "Notice to Proceed" based on the MOU and AP PART X. The PDB shall comply with the MOU and AP PART X.

**I. Project Development Board Orientation:** Upon issuance of a "Notice to Proceed", Members of the PDB, as defined in Chapter 12, shall attend an orientation meeting scheduled and conducted by the AOC General Manager and/or his or her designee(s). This orientation shall inform PDB members of the requirements of AP Part X and other matters relating to duties and responsibilities of the PDB. Members that may serve on more than one PDB shall attend at least one of the project orientation programs for which they serve.

**J. Financing:**

1. If the General Assembly authorizes non-direct appropriation (Bond) funding for a Project, the Project Development Board, in accordance with AP Part X, Section I, Chapter 18, shall select a Financial Advisor. The Financial Advisor shall prepare a Proposed Financial Plan for the Project. Also, if applicable and required, the Financial Advisor shall prepare a Proposed Interim Financing Plan for the Project. All Proposed Financial Plans and Proposed Interim Financing Plans are subject to AOC review and approval prior to execution. The COJ reserves the right to require, if deemed necessary to achieve cost savings, changes to Proposed Financial Plans and Proposed Interim Financing Plans or to require an alternate Financial Plan and/or Interim Financing Plan.

a. The AOC General Manager and the AOC Budget Director shall approve any and all financing plans related to COJ capital projects. No capital project bond obligation sale shall be refinanced without the written authorization of the AOC General Manager and the AOC Budget Director.

2. If the General Assembly authorizes direct appropriation funding for a Project, there shall be no requirement for a Financial Advisor or the sale of bonds.

**K. Facility Design:** Upon legislative authorization and the establishment of the PDB, the AOC shall assist the PDB in the selection of an A-E Service Provider through a competitive process in accordance with AP Part X. Upon selection by the PDB, the A-E shall be given approved program documents and provided AP Part X, Section III, Court Facilities Design and Construction standards. The A-E shall be required to design a facility that is within the scope and budget of the legislative funding authorization pursuant to AP Part X, Section I. Chapter 14.

**L. Facility Construction:** The AOC shall assist, oversee, and approve the PDB's selection of a GC through the use of a competitive bid process to construct the facility. Use of a CM Service Provider may be authorized for Projects with a construction budget greater than \$3,000,000, but are not required for any COJ project. If the PDB elects to seek CM services, the CM shall be selected in accordance with AP Part X, Section I, Chapter 17.

**M. Facility Operations and Maintenance:** After construction has been completed and the PDB's work is completed, the facility shall be operated and maintained by the Owner in accordance with COJ policy and guidance, through the use of appropriate AOC reimbursement forms and procedures.

## Chapter 3. Program Documents

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### 3-1 General:

**A.** Project program documents detail the scope, cost, details, and issues concerning a COJ Capital Project for the public and/or other government branches and agencies. Parts of the program document are provided by the AOC and parts are generated by the PDB once a site has been selected and/or preliminary design (Phase A Design) has been completed. Program documents address the necessary issues which shall be addressed.

**B.** Program Document Components: Program documents for a judicial facility capital project may include, but are not limited to:

1. Cover Sheet
2. Executive Summary
3. Estimated Design Data
4. Required Statements (Format and applicable topics available from AOC)
5. Site and Master Plans
6. Project Scope and Project Programming Cost Estimate
7. Environmental and Historical Consideration

### 3-2 Cover Sheet

**A. General:** The cover sheet of the construction program documents shall clearly and concisely identify and define the project. The Cover Sheet may include graphics such as the local government's seal or a drawing of the proposed facility.

**B. Cover Sheet Components:**

The following items shall be included on the proposed construction project's program document Cover Sheet.

1. Local Agency (Owner):
2. Date of Document Submission: Include the word REVISED for any future submission. (NOTE: Show most recent date only.)
3. Project Title and Location:
4. Estimated Date of Proposed Construction: Enter proposed fiscal year of project.
5. Project Number: To be assigned by AOC.

### 3-3 Executive Summary

#### A. General

The Executive Summary shall be compiled by the PDB and shall provide a brief description of the project's scope, cost, future operations & maintenance costs, construction year, design status, Court Facilities Standards Committee (CFSC) validation and impact (if project is not provided). The Executive Summary in itself is a "Stand-Alone" document and shall not exceed one typed page.

#### B. Executive Summary Components

1. PROJECT TITLE: Enter the project name or title. Do not use acronyms or abbreviations.
2. SCOPE: Enter the total quantities requested for Primary and Supporting Facilities. Some examples of the unit of measures are SF (Square Feet), SY (Square Yards), LF (Lineal Feet), EA (Each), CY (Cubic Yards), and LS (Lump Sum).
3. COST:
  - a. Enter the Court of Justice, Owner, and, if applicable, any other governmental agency's share of the estimated cost including design, supervision, inspection, and overhead amounts;
  - b. Indicate percentages of project funding for each participants' shares; and
  - c. Enter the sources of funding for project funding participants (e.g., AOC funded Local Bond, Direct Appropriation, Agency Funds, Grants, etc.).
4. ESTIMATED ANNUAL OPERATIONS AND MAINTENANCE COSTS:  
Enter the total estimated initial state and local annual operations and maintenance cost of the proposed facility after project completion (first operational year). If another facility is being replaced, note its most recent or estimated annual operations and maintenance cost. A-E energy calculations – system comparisons for mechanical/electrical systems shall be created by the A-E and identified here.
5. DATE OF PROPOSED CONSTRUCTION: Enter proposed fiscal year of project.
6. DESIGN STATUS: Enter anticipated design start Phases A and B, and Design Phase C (Construction Documents) completion dates.
7. COURT FACILITIES STANDARDS COMMITTEE (CFSC):
  - a. DATE: Enter date of last CFSC meeting in which the proposal was considered,  
If previously brought before the CFSC
  - b. CFSC STATEMENT: (The CFSC details its concurrence or non-concurrence with the project.)
8. IMPACT IF NOT PROVIDED: Describe the manner and extent (including cost increases) to which mission accomplishment would be affected if project was delayed or not authorized.

### 3-4 Estimated Design Data:

**A. Estimated Design- Construction Related Costs:** Indicate itemized breakdown of total Construction cost. The breakdown shall include as a minimum, but is not limited to the following:

1. A-E Contract Costs (SEE Chapter 13, Uniform Standards for the Payment of Architect-Engineer for maximum Court of Justice participation): \$ \_\_\_\_\_
2. All Other Design Consultants and Professional Service (Non-Contract/ special inspections etc.) Costs: \$ \_\_\_\_\_
3. Cost of the Production of Plans and Specifications: \$ \_\_\_\_\_
4. Total Gen. Construction (Architectural) Cost: \$ \_\_\_\_\_
5. Total M/E Construction Cost: \$ \_\_\_\_\_

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6. **Construction Subtotal:** \$ \_\_\_\_\_
7. Site: (estimated / budgeted / actual cost ) circle one \$ \_\_\_\_\_

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8. **\*Construction / Site; Total :** \$ \_\_\_\_\_ \*

\*financing costs not included

**B. Anticipated Construction Start and Finish Dates:** (Indicate anticipated months and years for construction start and finish):

1. Construction Start: (MM/YY)
2. Construction Finish (not substantial completion): (MM/YY)

### 3-5 Site and Master Plans

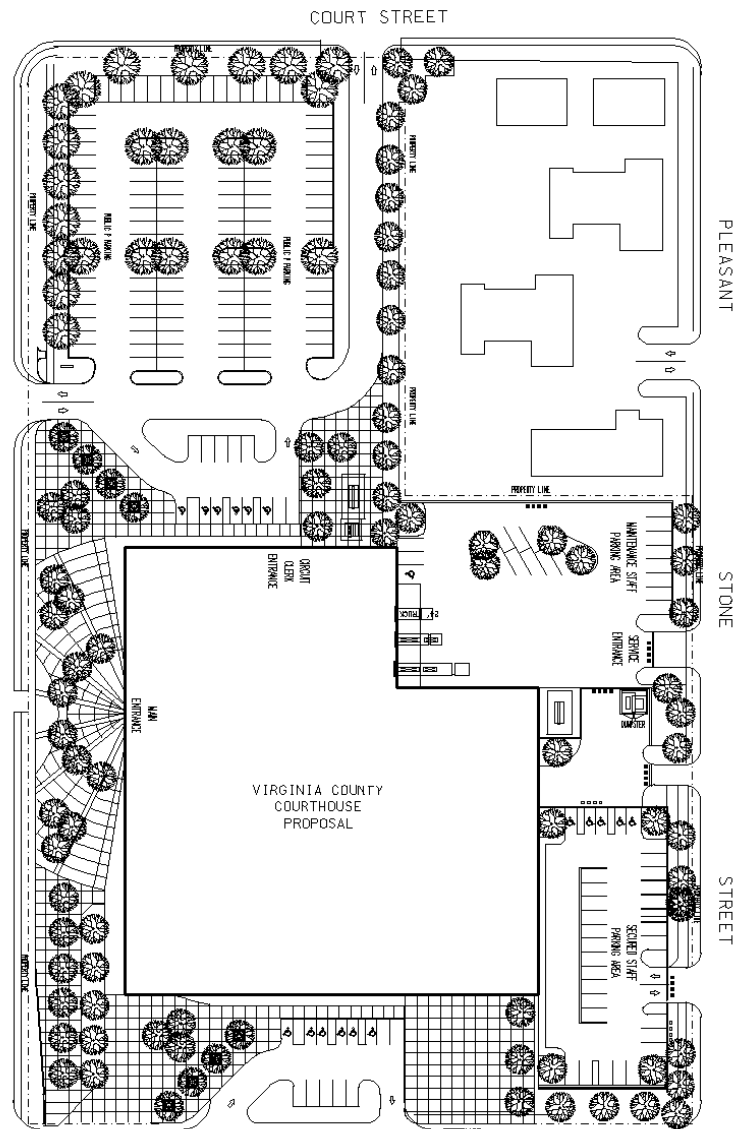
**A. General:** The Site and Master Plan attachments of the Construction Program Documents are intended for validation of general lot size and building footprint, and nature of the proposed project on 8 ½" by 11" paper. These pre-schematic graphic representations are "conceptual" (not detailed). These plans establish general limitations and locations of required site criteria. These pre-schematic plans are not for construction nor are they intended as a final design solution. The plans may be hand or computer drawn.

#### **B. Site Plan Components**

1. General site boundaries
2. Existing adjacent structures
3. Proposed new/additional Primary Facility(ies)
4. Parking Areas
5. Walks

6. Access Roads/Entrance Throats
7. Grounds

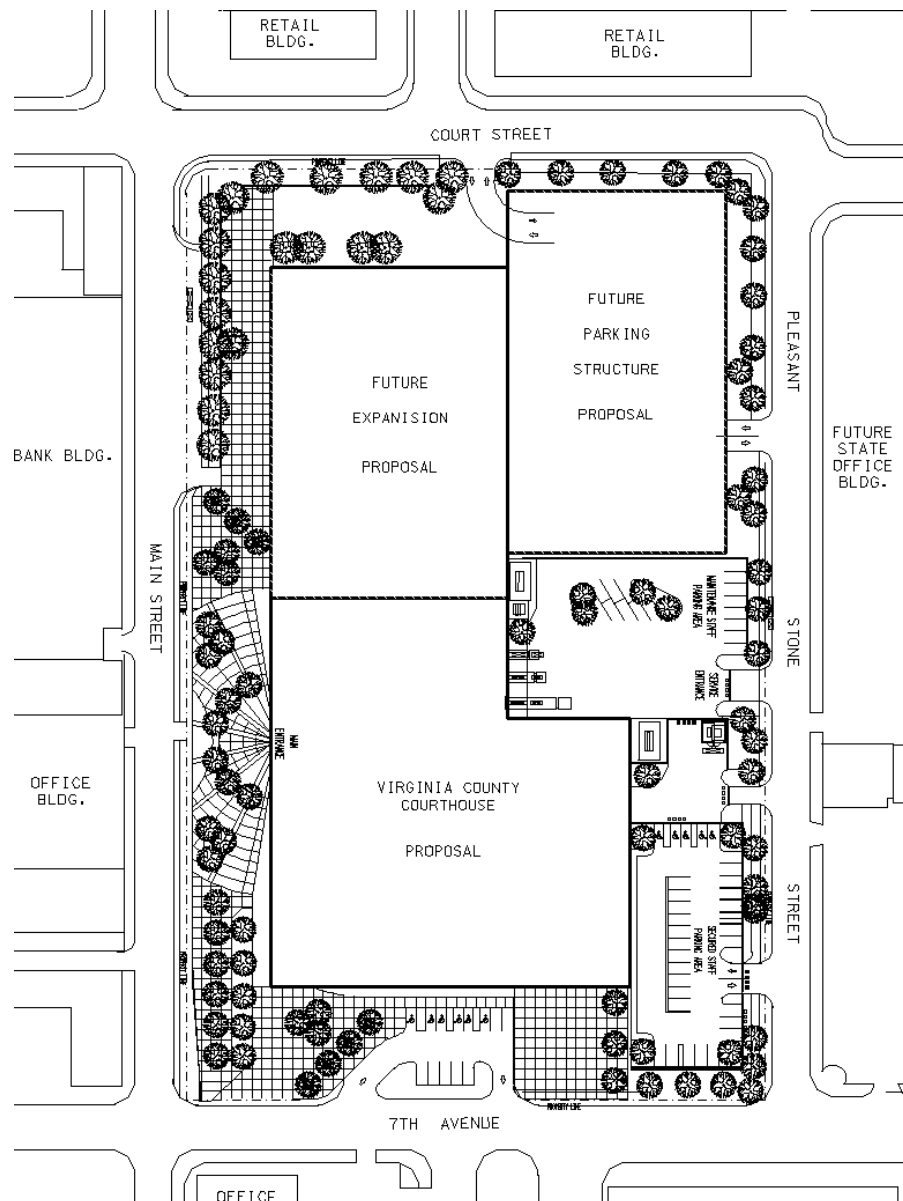
### C. Site Plan Example



#### D. Master Plan Components

1. General Site Boundaries
2. Existing adjacent structures
3. Proposed and future new/additional Primary Facility(ies)
4. Proposed and future Parking Areas
5. Proposed and future Walks
6. Proposed and future Access Roads/Entrance Throats
7. Grounds

#### E. Master Plan Example





### **3-6 Project Scope and Project Programming Cost Estimates**

**A. General:** The AOC Department of Court Facilities shall provide the PDB with a cost estimate attachment and shall detail all of the spaces within the primary facility and the required supporting facilities. This attachment shall list required facility components and existing facility components (if applicable) in accordance with COJ AP Part X, Section II Court Facilities Criteria.

**B. Project Scope:** The AOC Department of Facilities shall, in compliance with AP Part X, identify any and all anticipated functional and non-function areas within the proposed primary facilities and all anticipated supporting facilities required for the project. This document shall be used by the PDB and the Design Service Provider to develop the facility.

**C. Cost Estimate:** The AOC Department of Facilities provides the PDB a programming cost estimate for the development of a Court of Justice facility. This cost estimate shall be considered as the final approved budget and shall not be exceeded unless so authorized in accordance with the Laws and Statutes of the Commonwealth. The PDB shall direct the Design Service Provider to design a facility that does not exceed the amount stated in the cost estimate.

### **3-7 Environmental and Historical Consideration: SEE CHAPTER 4.**

## Chapter 4. Environmental and Historical Consideration

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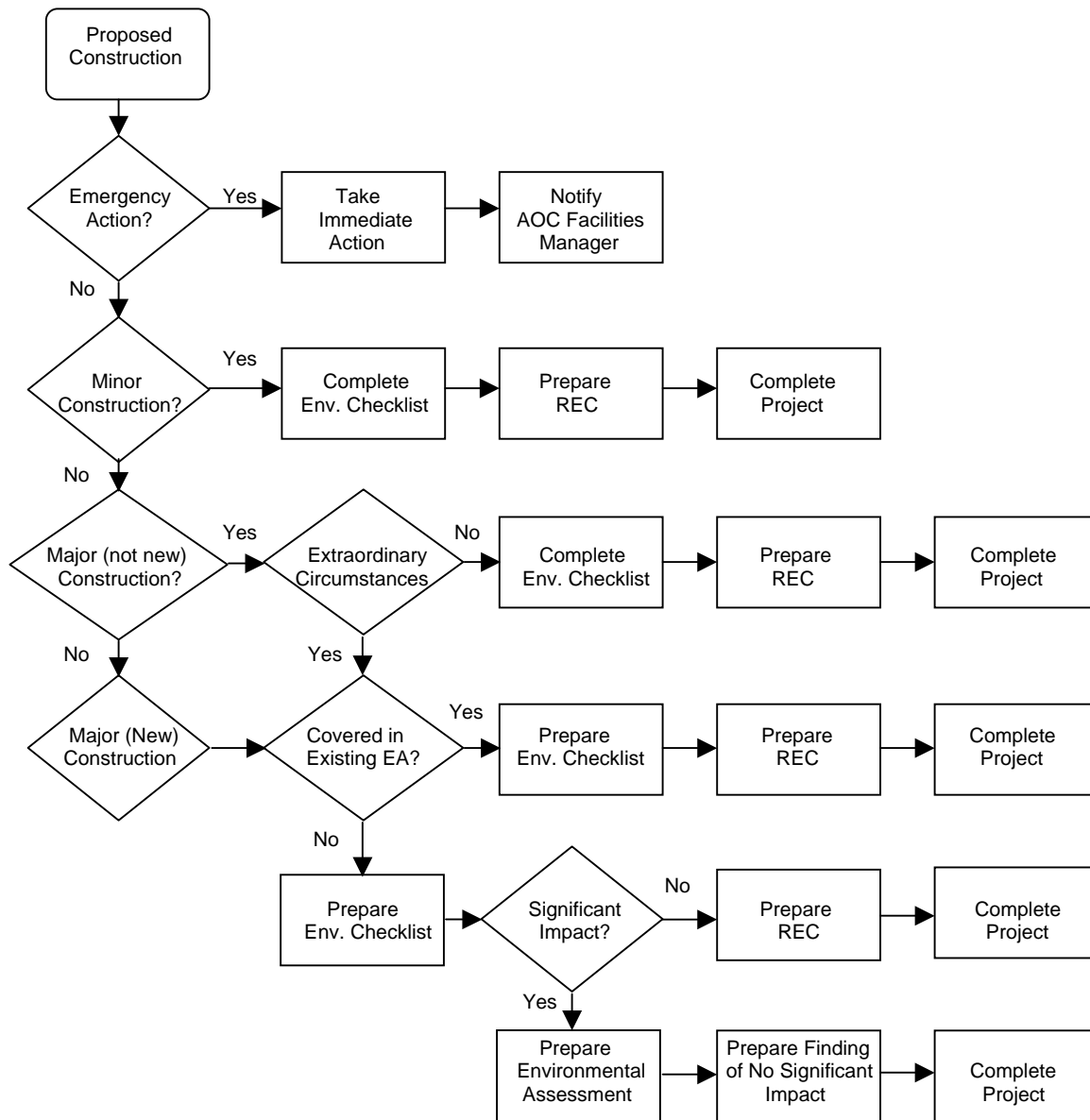
### 4-1 General

**A.** The effects on the environment as well as historical features shall be considered for each capital project. The minimum requirement for a capital project shall be an “Environmental Checklist” and “Record of Environmental Consideration” these assessments shall be completed for projects receiving federal funds and shall also be completed for state-funded capital projects. Supporting documentation should include an “Environmental Assessment” of the proposed work and operation of the facility. The environmental consideration for minor construction projects may be accomplished with a “Checklist.”

**B.** If required, professional service providers for such services and construction services may be funded with Project funds, if available, and approved by the PDB and the AOC General Manager. It is the responsibility of the PDB and the design team to complete necessary environmental documents.

**C.** It is the responsibility of the owner of real estate to be procured to present to the PDB a site in which is free and clear of any and all known or anticipated adverse environmental issues. Any remediation required to render a site acceptable shall be accomplished prior to procurement for construction activities, unless approved or agreed otherwise by the PDB and the AOC General Manager.

**D.** The following flow chart (Figure 4-1, on the following page) details the COJ environmental and historical consideration process:



**Figure 4-1. Summary of Court of Justice Environmental Consideration Process**

#### **4-2 Record of Environmental Consideration**

A Record of Environmental Consideration (REC) is the COJ's official "decision document" in the environmental review process. It is a written record that an action has been appropriately analyzed and documented. The AOC shall be authorized to establish the details, format, and composition of a Record of Environmental Consideration on a form prescribed by the AOC.

#### **4-3 Environmental Checklist**

An environmental checklist documents that the environmental aspects of a project were considered. The following details the format and composition of an Environmental Checklist. The AOC shall be authorized to establish the details, format, and composition of an Environmental Checklist on a form prescribed by the AOC.

#### **4-4 Environmental Assessment**

An Environmental Assessment (EA) is a public document that provides sufficient analysis of an action to determine whether the action has or has no significant adverse environmental effects for a project that uses federal funds for construction or has been determined by the AOC General Manager of Facilities as having a potential for a significant adverse environmental impact. Its purpose is to assist decision makers in understanding the environmental effects of proposed actions and alternatives. It provides information to determine whether any effects are significant enough to require alteration, relocation or termination of the Project. An Environmental Assessment shall be required to result in a "Finding of No Significant Impact" (FNSI) or shall articulate measures required to result in a FNSI. The AOC General Manager shall be authorized to establish the details, format, and composition of an Environmental Assessment.

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**Chapter 5. – [Reserved]**

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**Chapter 6. – [Reserved]**

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**Chapter 7. – [Reserved]**

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**Chapter 8. – [Reserved]**

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**Chapter 9. – [Reserved]**

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**Chapter 10. – [Reserved]**

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## Chapter 11. Project Development Board (PDB)

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### 11-1 General:

The Project Development Board (PDB) acts as the Owner's and the COJ's agent during the development of COJ Projects funded all or in part by the COJ. The composition, authority, responsibilities, and actions of this PDB are mandated and detailed in this section. The PDB shall not act as the Public Properties Corporation as described in Chapter 18 of these rules.

### 11-2 Notice to Proceed:

**A.** The Chief Justice shall issue written notice to the Owner, e.g., County Fiscal Court, City, or Corporation, etc. and the Director, that the project may proceed. No project or PDB activity shall be permitted to proceed without this official written notice.

**B.** Upon this notification, the Owner and the Administrative Office of the Courts (AOC) shall establish the PDB and authorize its actions in accordance with the AP Part X. By this "notice to proceed" the PDB shall be assembled by the composition identified in Paragraph 11-3 and shall gather as directed by the AOC General Manager for PDB orientation. The Owner (County Judge Executive) shall publicly advertise on behalf of the PDB an initial Public Meeting Notice. Upon this legal public notice, the PDB shall hold its first formal meeting with the following minimum agenda: (1) elect the PDB Co-Chairperson; (2) establish subsequent regular meeting schedules, and (3) identify PDB tasks, duties and responsibilities to the project with the guidance of the AOC General Manager.

**C.** In addition, upon receipt of the "notice to proceed" the Owner shall document the establishment of the PDB in the official minutes of the Owner record.

**D.** The PDB shall conduct its initial formal meeting at the existing local courthouse in a room suitable for accommodating the PDB and the general public. Subsequent PDB meetings, regular or special, shall be held at a suitable time, date, and location as may be determined by the PDB with adequate accommodations to serve the public and to conduct the business of the project. Any changes in time date and or location shall require proper legal public notice.

### 11-3 Project Development Board Composition:

**A. General:** This PDB is composed of four (4) local members and two (2) state-at-large members, who oversee development of a COJ Facility.

In the event of a tie vote or in the event there is an insufficient number of Voting PDB Members in attendance at a meeting to constitute a quorum, the AOC General Manager or his or her designee shall act as a voting member. The composition of the PDB shall be as follows:



**B. Voting PDB Members:**

1. The Owner's Highest Elected Official (e.g., County Judge Executive, Mayor, etc.), who shall act as the PDB Chairperson.
2. One sitting member from the Owner / governing body (e.g., fiscal court, city council, etc.) representing the owner. This member shall be determined as follows:
  - a. The appointment of the owner's highest elected official (e.g. CJE, Mayor); or
  - b. By waiver of the appointment, the governing body shall elect this member among themselves by simple majority vote or consensus agreement.
3. The County's most senior (by local term) Circuit Court Judge.
4. The County's Circuit Court Clerk.
5. The AOC Director or his or her designee by appointment or proxy.
6. The designee of the Executive Director of the Kentucky Bar Association.
7. AOC General Manager or his or her designee. This member shall remain a non-voting member with the exceptions being he/she shall act as a quorum making and voting member in the absence of a PDB quorum and he/she shall act as voting member in the event of a tie vote.

**C. PDB Chairperson:** The PDB Chairperson shall be the Owner's Highest Elected Official (e.g., County Judge Executive, Mayor, etc.). In the event that the Owner's Highest Elected Official should resign and/or refuses to serve, the PDB Co-Chairperson shall assume the duties of PDB Chairperson.

**D. PDB Co-Chairperson:** The PDB shall elect from its membership a Co-Chairperson who shall act as Chair in the absence of the PDB Chairperson.

**E. Alternate PDB Members/Advisory PDB Members:**

1. The AOC General Manager and/or his or her designee(s) shall become a voting member in the event of a tie vote or if there are an insufficient number attending, the AOC General Manager shall become a voting PDB member to create a quorum at a meeting. In such instances the AOC General Manager or his or her designee shall act as a quorum-making and voting member. The AOC General Manager or his or her designee's vote shall break any tie vote. The vote cast by the AOC General Manager or his or her designee acting as a quorum-making member, shall also stand as the tie-breaking vote.
2. An attorney from the AOC Office of General Counsel.
3. The AOC Budget Director or his/her designee.

## **F. Provisions for Special Circumstances:**

1. Absence, Resignation or Nonparticipation of PDB Members: When a PDB member chooses not to serve on the PDB, the Director shall appoint the member's replacement or choose not to fill that position. Absence of a Local Official from three consecutive PDB meetings may be considered as non-participation and the PDB may request the AOC Director to replace that member. Any appointing authority who does not appoint a member to the PDB within 30-days of the Notice to Proceed may forfeit the appointment authority to the AOC Director.

2. Absence due to prolonged illness or convalescence: When a prolonged illness or other specific hardship requires a PDB member to be absent for greater than three (3) monthly meetings, that PDB member's appointing authority may, with the approval of the Director, reappoint or appoint a designee to fulfill the absent member's obligation until that member is of sufficient health or otherwise able to attend PDB meetings. The AOC Director and the General Manager may determine that the project is not adversely affected by the absence/vacancy and await the member's return to service.

3. Unprofessional and/or Obstructionist Conduct: Sitting PDB member(s) whose conduct is determined by the AOC General Manager and the Director and/or a majority vote of the PDB to be unprofessional and/or obstructionist, may be replaced. Unprofessional and/or obstructionist conduct includes, but is not limited to, seeking to exceed the project authorized scope and/or budget, or otherwise defies the COJ requirements of AP Part X. Such identified member(s) shall be replaced by their "home agency" (e.g., COJ, local governing body, Bar Association) or the AOC Director.

4. Failure of PDB to Perform Required Duties and Responsibilities: Failure of the PDB to fully execute the project in accordance with AP Part X in a timely, diligent, and effective manner may result in the Chief Justice's termination of the PDB. The Chief Justice may authorize the AOC General Manager to direct and complete the project.

5. Elected official whose term may end during service to the PDB shall be replaced by the next qualified office holder of that position. Appointed position served from an elected office (i.e. Magistrate), whose term may end during service to the PDB shall be replaced by the same manner as noted in paragraph "B" above.

## **G. Executive Committee:**

1. The PDB Chairperson;
2. The AOC General Manager of Facilities; and,

## **11-4 Duties and Responsibilities.**

**A. General:** PDB members may conduct informal business telephonically. The PDB shall be permitted to conduct meetings via video-teleconferencing at such locations where the general public may also attend. If necessary, executive committee meetings may be conducted through video-teleconferencing and/or telephonically. The PDB may form from its members a "Design and Construction Sub-Committee" to execute duties authorized by the PDB.

## **B. Voting PDB Members:**

1. Selection of Service Providers: The PDB shall execute and oversee the selection of all Professional Service Providers and oversee the Service Providers' progress and products to ensure compliance with the legislative approved Program Documents and AP Part X.

2. Proceedings: The PDB shall ensure that proceedings of the PDB are in compliance with Paragraph 14-8 of these rules.

3. Records of Proceedings: The PDB shall ensure that proceedings (meetings, events, etc.) are properly documented. See paragraph (6) below for Administrative Support.

4. Voting: The PDB shall vote on all matters pertaining to the project. Such votes shall be recorded and reflected in the record of the proceedings. Written minutes of each meeting or proceeding shall be provided to all PDB members, to the Owner, and the AOC General Manager. The meeting record shall be a written transcription and shall be maintained in the project record. The written transcription of the minutes shall be forwarded to all PDB members for review prior to the next PDB meeting.

5. Status and Progress Reports: The PDB shall report the Project's status and progress to the Owner at the conclusion of each phase of the design process or more often as necessary, and monthly during the construction process. This PDB shall remain in effect until completion and close-out of the project.

6. Administrative Support: Should timely administrative support not be available to the PDB through the Owner's administrative staff, the PDB may procure administrative services as a cost to the project as deemed necessary and reasonable by the PDB and as approved by the AOC General Manager.

7. Coordination and Approval of Project Public Events: The PDB shall coordinate and request approval from the Director or AOC General Manager for scheduling of any and all plans related to public events regarding the project. This shall include, but is not limited to, the ground breaking ceremony, Public Hearings, and Grand Opening/Dedication correctness. Coordination and requests for approval of such events shall be made with, or requested from, the AOC General Manager.

### **8. Facility and Facility Component Names:**

a. Naming of the Facility: The PDB may tender to the AOC General Manager a proposed name of the facility for approval, denial or modification. The proposed name shall clearly and concisely identify the facility as one which houses the COJ. Examples include: "Virginia County Judicial Center", "Virginia County Justice Center", "Virginia County Courthouse" (if no other courthouse exists), "Virginia County Hall of Justice", "Virginia County Court of Justice", etc. The PDB shall not use names of individuals. This may only be proposed under special and unique circumstances and when the PDB shall make such special appeal in writing to the AOC General Manager for approval. Additionally such action shall require the concurrence of the Chief Justice. Consideration for proposed building names of honoraria shall be limited to local persons who have statewide and/or national prominence. The COJ, through the AOC General Manager, reserves the right to approve, deny, modify, or assign COJ facility names for new projects.

b. Names of Honoraria: The PDB may name components within a facility (e.g., Courtrooms, Library, etc.) in honoraria after local and statewide persons of prominence, with the approval of the AOC General Manager and the concurrence of the Chief Justice.

**C. The Owner** shall provide primary administrative support for the PDB. The chairperson of the PDB shall maintain a PDB / Project file in the administrative offices of the Owner.

**D. AOC Office of General Counsel** may provide limited to general advice to the PDB relating to the legality of their proposals and actions as it may relate to AP Part X and the PDB's duties and responsibilities to the COJ. No legal representation in any court and or court action may be provided by the AOC or an attorney employed by the AOC. All general legal actions, and/or general legal transactions required by the PDB shall be provided to the PDB by the Owners legal representative (e.g., County Attorney) and are not reimbursable to the Owner or directly payable. Examples include (property transfers / contract review/ initial actions to mitigate possible legal actions).

1. Extraordinary legal services or legal representation required by the PDB may be provided through the Owner by an outside attorney when approved by the PDB and the AOC General Manager. The cost of required legal representation may be supported from Project funds but only to the extent those funds are available within the budget and the fees charged meet the state's standard reimbursement rates for legal services.

**E. The AOC General Manager of Facilities** and/or his or her designee shall act as facilitator and shall advise the PDB as to the proper policies and procedures regarding facilities management matters. The AOC General Manager and/or his or her designee(s) executes and enforces the provisions of AP Part X and conducts mandatory Training and Orientations for PDB members prior to any action by a PDB member for a project. The AOC General Manager acts on the behalf of the Director and the Chief Justice in all facilities matters related to the enforcement of AP Part X and COJ projects.

**F. The Executive Committee** shall make timely decisions between regularly scheduled PDB meetings that impact design schedules or construction schedules and/or financial matters affecting the Projects progress or contractual obligations. The committee is empowered and authorized to direct, monitor, and act on behalf of the PDB on all matters of project administration, finance, design and construction between regular PDB meetings. Actions taken by the Executive Committee carry the same weight and authority as the PDB. Actions taken by the Executive Committee shall be presented in writing to the PDB at the following regularly scheduled meeting for inclusion into the minutes. Executive Committee business may be conducted telephonically or otherwise and is not public except as present to the full PDB. The Executive Committee is composed of the Chairperson, the AOC General Manager, and the AOC Budget Director (see Paragraph 11-3G above).

**G. The Chief Justice** retains any and all authority for approval or disapproval of projects, project designs, project components, and/or procedures. This includes the authority to terminate, assign, appoint or reassign PDB Members and/or to direct, and complete projects in the best interest of the COJ.

## 11-5 Public Hearing:

**A. General:** The PDB shall execute a Public Hearing during Phase A Design Services. This hearing may include site selection topics, as detailed in Chapter 12, and shall serve to inform the public about the Project and related issues, which may include the following:

1. Role and importance of facility in the community;
2. Historical concerns;
3. Environmental concerns;
4. Scope of the project (e.g., scope (sf), number of floors, etc.);
5. Explanation of the project development process;
6. Discussion regarding site selection;
7. Proposed "Concept of Design," and
8. Questions, concerns and comments.

**B. Documentation:** A written transcript of the hearing shall be executed and maintained in the project files at the Owner's administrative office.

**C. Actions and Responses:** The PDB shall consider taking action as a result of questions, concerns, and comments voiced during the meeting, to include written responses to individuals and organizations, if deemed necessary by the PDB or advised by legal counsel.

**D. Public Notice** for any required public hearing shall be advertised in the local media notice. It shall be printed twice in consecutive publications. The hearing shall then be held no less than seven (7) days after the first published notice, but not more than 14 days after the last published notice.

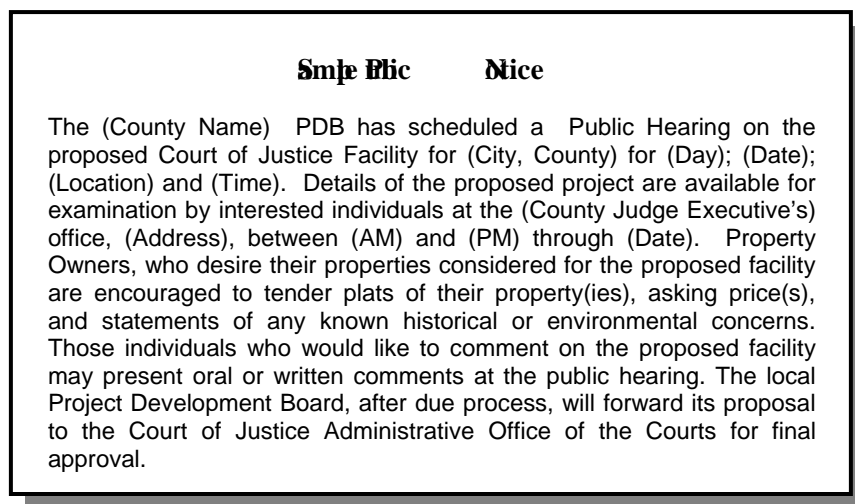


Figure 11-1

**Public Hearings are special hearings specifically required to be held for public input, interaction, and reaction at certain milestones of the project. This is not a regular scheduled meeting, even though it may fall on a regular scheduled meeting time, date, and location.**

**11-6 Project Development Board Term:**

The PDB shall remain in effect until final payment has been made to the Design Service Provider and the Construction Service Provider. After Project completion, the management of the facility shall be executed in accordance COJ policy and guidance. The Owner and the AOC General Manager shall manage the new facility cooperatively with the AOC procedures currently used with the Owner.

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## Chapter 12. Site Procurement

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### 12-1 General

It is the intent of the COJ, whenever feasible, to develop and maintain a facility at or near the cultural center of the County in which it serves. Ideally, a new COJ facility will be located adjacent to or very near the facility it replaces. The location of the site should maximize the facility's visual presence in the community and facilitate accessibility from a main public thoroughfare. The following outlines the procedures required to solicit and obtain a site.

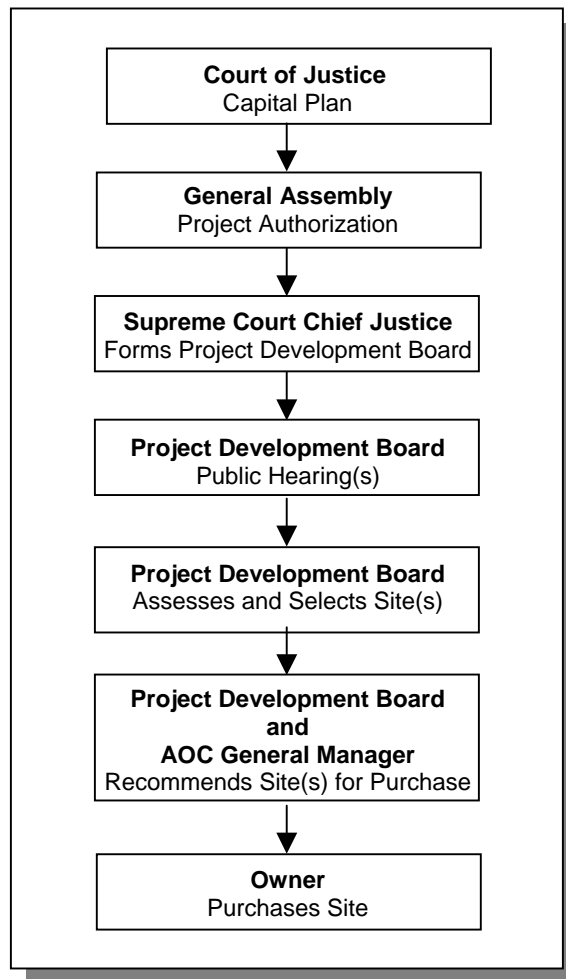


Figure 12-1 Site Procurement Process



## **12-2 Types of Procurement:**

### **A. Procurement Process Prior to Project Authorization:**

1. General: Any property procurement by a local governmental agency prior to General Assembly authorization of a project shall be subject to the procedures stated herein. Procurement of a site by local governmental agencies shall not guarantee or validate that such site or sites will be selected by a PDB as the best and most appropriate site(s). Any site procurement for COJ Projects that have been authorized by the General Assembly shall be executed by a PDB with consideration of the processes and procedures required by this AP Part X, Section I.

2. Authorized Costs and Reimbursements: All costs associated with a site procurement prior to a project authorization shall be at the risk and expense of the Owner. Should a PDB deem a site procured by an Owner is the best and most appropriate site for the development of a COJ project, which has been authorized by the General Assembly, reimbursements only for charges authorized by this AP Part X, Section I. may be made. Reimbursements to an Owner shall comply with the provisions in Paragraph 12-7B below.

**B. Procurement After Project Authorization:** After a project has been established by General Assembly authorization and a PDB has been created, the PDB shall follow the site selection procedure described herein. A PDB shall not procure any property(ies) or site(s) that has not been evaluated in accordance with the provisions stated in this Section. After the PDB has conducted the required public hearing(s) regarding site procurement, the PDB shall have no further responsibilities or obligations to evaluate or consider other sites. However, the PDB may elect to continue to seek the most appropriate site via general solicitations both public or private, if the PDB determines that no suitable site was offered or determined acceptable from those offered for consideration at or during the public hearing solicitation.

**12-3 Site Requirements:** An AOC Facilities Department Program Document identifies the size and nature of an authorized project, including site requirements. At orientation training, the PDB is provided program document information for the project, which shall include site requirements for the proposed project.

The AOC General Manager shall have the authority to consider and approve waivers from specific site attributes identified in the program documents. It must be recognized that it is unlikely that any site will provide 100% criteria compliance. To that end, it is the task and within the authority of the PDB and the AOC General Manager to choose the site most compliant with the policy and criteria that best serves the COJ and the community.

## **12-4 Site Selection**

**A. General:** The PDB shall select a suitable site, which adequately supports the Primary and Supporting Facilities and budget requirements detailed in the Program Documents. Except for design activities related to site analysis and evaluation, design services may not proceed unless a site has been selected and the transfer of title is imminent. .

### **B. Public Hearing:**

1. General: The PDB shall discuss issues relating to site procurement at a Public Hearing. At the discretion of the PDB, this public hearing may be combined with the public hearing required herein. or conducted as a separate event. The public hearing concerning site issues for a separate public hearing (whether held separately or combined) shall be conducted in accordance with the following requirements.

## 2. Hearing Composition:

a. Agenda: Issues discussed at the Public Hearing shall include, but not be limited to:

I. Role and importance of facility in the Community,

II. Proposed Scope of the project (e.g., Scope (sf), number of floors, etc.),

III. Discussion regarding Site Selection,

i. In the event the Owner has a site to offer for consideration it shall be placed in consideration and discussed publicly to determine any further call for property. If further call is determined, then PDB shall issue a public and open call for any and all interested private and or public property owners to offer property or properties for consideration. All offers shall require plat or deed description address of property and written statement of price at which the property is offered. All offering parties shall note that no property may be purchased for a price greater than the fair market appraised value of the property.

ii. Establish date time deadline location for all offered properties to be tendered to the PDB for consideration.

iii. Environmental issues related to offered properties may be required to be addressed by the owner and may effect the PDB considerations for such properties.

IV. Explanation of the Project Development Process,

V. Receive site proposals, and present for open discussion (if the public notice included open call for property), and

VI. Questions, concerns and comments.

b. Documentation: A written transcript of the Public Hearing shall be made and placed in the project's files at the local agency.

c. Public Notice: If the PDB wishes to conduct a separate Public Hearing regarding the site, it shall issue a separate public notice of a public hearing. An example of the public notice follows. This notice shall be made apart of the original notice when one public hearing is determine appropriate.

### **Sample Public Notice**

The (\_\_\_\_ County Project Development Board) has scheduled a Public Hearing for a proposed Court of Justice Facility for (Day); (Date); (Location) and (Time). Details of the proposed project are available for examination by interested individuals at the (e.g., County Judge Executive's) office, (Address), between (AM) and (PM) through (Date). Property Owners, who desire their properties considered for the proposed facility are encouraged to tender plats of their property(ies), asking price(s), and statements of any known historical or environmental concerns. Those individuals who would like to comment on the proposed facility may present oral or written comments at the public hearing.

**Figure 12-2 Sample Public Notice**

**C. Preliminary Site Assessment:** Upon presentation of potential acceptable sites at the Public Hearing, the PDB may perform, or may direct the PDB-selected Design Service Provider to conduct, a preliminary assessment of any and/or all sites tendered and which shall include, but not be limited to, the following:

1. Identification of potential sites, which may suit the needs of a proposed COJ facility;
2. Review the tendered price against a MAI appraisal of fair market value and the assessed value of the potentially suitable sites as determined and filed in the office of the County PVA. Review the tendered price and fair market value compared to available budget;
3. Identification of any potential Historical issues;
4. Identification of any potential Environmental issues;
5. "Asked Prices" for properties; and,
6. If appropriate, the possibility and "Asked Cost" on options on site(s).

**D. Final Site Assessment:**

1. General: Upon completion of Preliminary Site Assessments, the PDB shall determine and prioritize the most suitable and appropriate site(s). Upon prioritization, the PDB shall execute a final site assessment of one (1), but no more than three (3), most suitable and appropriate sites in accordance with the following.

- a. Site location(s) / Description of site;
- b. Size(s) of Site(s) (length, width, area);
- c. Current uses of property(ies);

- d. Owner(s);
  - e. Current uses/condition of adjacent properties;
  - f. Identified and suspected environmental concerns;
  - g. Historical concerns ;
  - h. Demolition requirements ;
  - i. Storm Water issues;
  - j. Flood Plain issues; and
  - k. Existing utilities / services.
3. Scaled Drawing(s) (with files on Auto-Cad) of site, when available or required by the PDB for graphic clarification.
4. Alternatives considered;
5. Appraisal of Site(s). The COJ recognizes only appraisal values determined by an Appraisal Institute certified MAI appraiser. Only MAI appraisals are considered as a project expense, provided the site meets criteria for such evaluation as approved by the AOC General Manager. The PDB may expend project funds to execute one MAI appraisal for each property site. Under certain conditions (e.g., existing ownership by governmental body) values may be determined as described in Paragraph 12-7B below;
6. PVA Values of Site(s); and
7. "Asking Price(s)" of Site(s).

**E. Negotiations for Properties:** The PDB may negotiate a tentative property price and seek options with the property owner(s). Property price shall not exceed the MAI appraised value. Should the property owner(s) fail to agree to an asking price less than or equal to MAI appraised value and desire a greater price, the PDB may recommend condemnation of the property(ies).

**F. Property(ies) Offered For No Compensation:** Public or private property owner(s), may present to the PDB for consideration a site that they wish to donate (transfer ownership) for a COJ facility for no compensation. Such sites shall be considered by the PDB on an equal basis so that the best site for a COJ Facility is acquired. Documentation of such transfers for non-government entities or individuals may reflect the asking price so long as it does not exceed a fair market consideration, for tax purposes.

**G. Non-tendered Site(s):** Should no suitable or appropriate site be tendered to the PDB, the PDB shall consider and assess other suitable and appropriate sites. Assessments of these sites shall be conducted in accordance with Paragraphs C and D above in order to determine the most suitable and appropriate site(s). The PDB may negotiate and seek options with the property owner(s) for a price, which does not exceed the MAI appraised value in accordance with Paragraph E above. Should the owner(s) fail to accept an MAI appraised value and desire a greater price, the PDB may recommend condemnation of the property(ies).

**H. AOC Approval of Site:** Prior to PDB presentation and recommendation of a site(s) to the Owner for procurement, the PDB shall tender the proposed site(s) to the AOC General Manager. The AOC General Manager shall either approve or deny any or all site(s) considered by the PDB based on site compliance with COJ criteria and/or whether the site does not support program requirements. The AOC General Manager shall review data from the preliminary and final site assessments and shall determine if the site(s) meet COJ criteria and program requirements.

**I. Proposal and Recommendations to Owner:** Upon PDB and AOC General Manager approval of proposed site(s), the PDB shall tender the proposed site(s) to the site owner for purchase.

**12-5 Procurement of Privately Owned Property:** Upon completion of the above detailed procedure, recommendation of the PDB, and approval by the AOC General Manager, a suitable, privately owned site(s) may be purchased with funds which have been authorized by the General Assembly.

**12-6 Condemnation of Privately Owned Property(ies):** Should the procurement process and negotiations fail to procure a suitable site and/or a suitable site for a fair and reasonable price or the price exceeds MAI appraised value, the PDB may recommend to the Local Agency that condemnation actions be initiated to acquire the most suitable site(s). The "Owner", as identified in the "MOU", shall initiate and execute the condemnation process. Costs associated with the condemnation, which have been deemed necessary by the PDB and the AOC General Manager, may be reimbursed to the Owner.

## **12-7 Procurement of Publicly Owned Property**

**A. General:** Upon recommendation of the PDB and approval by the AOC General Manager of a suitably sized and located publicly owned site in accordance with this chapter, that property or properties may be designated by the PDB and Owner for the development of a COJ Facility in accordance with this Chapter. Titles and necessary legal documentation shall be executed so the ownership of the property(ies) are deeded to the Project as identified in the MOU.

### **B. Compensation for Property:**

1. Reimbursement: The PDB and the AOC General Manager of Facilities may approve total or partial reimbursement(s) to the Owner for publicly owned property(ies). Reimbursements or portions of reimbursements may be delayed until substantial completion of construction. Reimbursements shall not:

- a. Exceed the authorized site budget;
- b. Exceed any MAI appraised value of property; or,
- c. Use any funds necessary to complete design and construction of the facility.

2. Recently Procured Property(ies): Financial arrangements authorized and made for Reimbursement for property(ies) procured within six (6) years preceding legislative authorization shall be limited to:

- a. Actual site procurement/purchase costs, that do not exceed any MAI appraised value; and

b. Any actual interest costs and/or interest earnings, at a reasonable and legal rate as may be approved and established as acceptable by the PDB and the AOC General Manager. This may be an acceptable consideration because it represents a reasonable and legal rate that could have been earned by the Owner if the money had been conservatively invested.

3. Non-Recently Procured Property(ies): Financial arrangements authorized and made for reimbursement for property(ies) procured greater than six (6) years prior to legislative authorization and financial arraignments shall be limited to actual site procurement costs, plus an annual calculated appreciation factor associated with current /local fair market investment interest rates, however under no circumstance shall the cost plus appreciation exceed any MAI appraisal value of the property(ies).

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## **Chapter 13. Uniform Standards for the Payment of Architectural-Engineering Services**

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### **13-1 General:**

**A.** Any contract or contractual fees and/or payments to the A-E for design and design-related services shall be limited to, and regulated by, the fees and other payment services as defined in this chapter of Court of Justice (COJ) Rule of Administrative Procedure Part X (AP Part X), Section I. This chapter, inclusive of the fee schedule, shall govern all fee calculations or other fee representations contained in any executed contract written or otherwise represented, which is contrary to this chapter and the fee schedule published herein. Hourly rates negotiated and written into any executed contract shall not be contrary to reasonable and accepted standards of the profession or duties associated with the hourly rate.

**B.** Requests for payments shall be submitted to the Project Development Board (PDB) on an Invoice for Architectural Services as required by this Rule.

**C.** A-E fees are established by the authorized construction costs, and the fee schedules as stated in this Rule. Any modification to the A-E fee shall require authorization by the PDB, and the approval of the AOC General Manager, and the AOC Budget Director in accordance with provisions stated herein (e.g., change orders, additional services, long duration construction). When applicable, A-E fees calculations shall include consideration of the construction management service fee as a construction expense to the project.

**D.** A-E's shall use AOC Form titled "A-E Invoice for Services" found in Appendix C, for submission of payment requests to the PDB and AOC. The "A-E Invoice for Service shall be the only recognized and acceptable invoice form.

**E.** The PDB shall require from the A-E itemized details of additional claims, payments, or services. The itemized, breakdown, breakouts, or delineation of services or claims of service shall be provided to the PDB and the AOC General Manager at their discretion to insure proper payments are paid or withheld.

**F.** All additional services or service claims shall be addressed contemporaneously with the event and approved or denied by the PDB. All claims shall be considered within 30 days of the event or they shall be void and rejected with prejudice by the PDB and the AOC General Manager. Claims made on a timely basis and properly submitted in writing to the board may be rejected with or without prejudice. Those claims rejected without prejudice may be resubmitted at a future date to be reconsidered by the PDB and the AOC General Manager and the AOC Budget Director.

**G.** This Rule shall require of any claimant, contractor, sub-contractor, supplier or service provider inclusive of the A/E, to give written notice to the PDB, AOC Director, and the AOC General Manager of any and all legal actions to be taken or eminent. This includes but is not limited to mechanic liens, and material liens, arbitration hearings, and mediations. All Contracts and the Contract Documents shall include this written notice requirement. This written notice shall be considered quoted verbatim by simple reference to this Rule. This Rule shall apply equally to all contracts and/or project construction documents by reference or verbatim quotation.



### 13-2 Types of Design Services:

**A. New Construction:** Design Services for “New Construction” produces an original and unique design of a facility for the specific needs identified in the Program Document. The fee schedule applies.

**B. Site Adaptation:** Design Services for “Site Adaptation” produces a minimally adapted design, which was used in a prior location. This design is “adapted” for the new site by the A-E Service Provider who produced the original and unique design of an existing facility. Site Adaptations are to be considered as an exception, not the rule. It is not the desire or intent of the Court of Justice to produce or replicate (Site Adapted) facilities. The fee schedule applies.

**C. Design Competition:** This is a selection process that Design Service Providers compete by way of presentation to the PDB Design Proposals Specific to the project an project program. This selection procedure may only be authorized by the General Manager of Facilities at his discretion for use by the PDB. The fee schedule applies to the final selected A-E; however, a stipend may be authorized for all A/E’s selected to present Design Proposals to the PDB.

### 13-3 Design Service (A-E) Fees:

**A. Front Retainer Fees, General Payments:** The PDB or Owner shall not provide retainer fees for A-E Design Service Contracts. The Owner shall not process or execute payment for any invoice of services or construction that is not approved and authorized by the PDB for payment.

**B. Upon Completion of Phase A** of the A-E’s services (completion defined as PDB’s written authority to proceed to next phase), the PDB may authorize payment to the A-E fifteen-percent (15%) of the Total Fee inclusive of Phase A, B, C, and D Services in accordance with the fee details of the Abbreviated Standard Form of Agreement between the Owner and Architect (AIA DOCUMENT B151) and this Court of Justice Rule of Administrative Procedure.

**C. Upon Completion of Phase B** of the A-E’s services, the PDB may authorize payment to the A-E twenty-percent (20%) of the Total Fee for Phase A, B, C, and D Services.

**D. Upon Completion of Phase C** of the A-E’s services the PDB may authorize payment to the A-E forty-percent (40%) of the Total Fee for Phase A, B, C, and D Services or any balance due this phase of work with Phase C is paid in accordance with Paragraph D as follows.

**E. Phase C Payments to A-E’s on Projects with Construction Budgets greater than \$5,000,000** may be paid on a periodic basis, when authorized by the PDB. The number of “Partial Payments”, excluding the “Final Payment”, shall not exceed two (2) payments. Partial Payments are contingent on PDB determination that the progress and quality of the work is satisfactory. Partial Payments, excluding the final payment, shall not exceed 50% of the total amount authorized for Phase C Services.

**F. As the A-E renders services under Phase D**, the Owner shall pay to the A-E 25% of the total Price for such services through monthly payments. Each monthly payment to the A-E for services under Phase D shall be that part of the 25% of the total Price applied to the value of the completed construction as determined by the Owner in approved certificates of payment to the Contractor. Monthly payments under Phase D shall be made less a 10-percent (10%) retainage, which shall be released on the final payment upon final completion of project as determined by the general manager. Final payment to the A-E shall not be made until the Owner has received the “record drawings” in accordance with the definition of “Record Drawings in Appendix B.

**G. Project Division:** Should the PDB, acting on behalf of the Owner and/or as directed by the AOC General Manager, elect to divide the total project into two or more separate projects, each requiring separate plans, specifications, inspection, and administration of construction, the A-E shall not be entitled to compensation beyond the over all combined project value. The fee shall be determined in accordance with the uniform standards (see Table 13-1) for the over all combined project value.

**H. Payments for Additional Services and Other Project Services** shall be added to or incorporated into the current phase of design work at the time such work is being done. It shall only be incorporated when authorized by the PDB and the AOC General Manager in writing. Authorization for Payments for other and additional services shall be required to be in accordance with this Rule, negotiated terms for such work, and/or as articulated in Article 12 of the Owner-Architect Agreement (AIA DOCUMENT B151). Payments and fees negotiated or included in Article 12 may not be contrary to requirements or limits established by this Court of Justice AP Part X. Additional services shall be approved by the AOC General Manager prior to execution of such services. Services rendered prior to approval, by the AOC General Manager, shall not be given consideration for payment. No charges for additional services related to basic service requirements as defined in COJ AP Part X may be paid, regardless of when the basic services are executed (e.g., final inspections, record drawings and documents, administrative costs, etc.).

**I. Design Competition Proposal Preparation Fees:** When applicable and authorized by the AOC General Manager, the A-E Service Providers may receive compensation for the preparation and presentation of proposals to the PDB. The total funding for this compensation shall not exceed \$8,500.00 per selected A-E and/or Construction Service Provider(s) who presents a proposal to the PDB, whichever is the lesser amount. The AOC General Manager and the AOC Budget Director may increase the proposal preparation fee if it is determined the maximum allowable is insufficient due to exceptionally large scope and complexity of a proposed facility.

**J. Design Review Fees:** The owner shall pay direct from project funds payments to the Kentucky Department of Housing, Building, and Construction (HBC) Division of Code Enforcement for required state permits and review fees. The A/E shall facilitate the permitting and review procedures on behalf of the owner. The A/E shall not receive additional services for these duties. The A-E shall coordinate on behalf of the owner and the AOC the "Design Review" of systems provided by the owner or the AOC, security, video, data, furniture systems are examples of these systems. Additional services shall not be paid for this review and coordination.

**K.** The same conditions and considerations apply to local planning and zoning permits/ fees, as well as all other local, state and federal agencies having jurisdiction over the Project.

#### **13-4 Other Design Services (A-E) Reimbursable Payments/ Expenses (A-E Coordinated Services):**

**A. Upon Completion of the Site Survey,** unless previously executed as part of the site procurement process, the Owner shall pay for the Site Survey or 100% for services rendered from project funds. Geotechnical Surveys and Environmental Surveys and Analysis may be paid in full upon completion of such services. The A-E or the AOC General Manager shall advise the PDB when services are complete. The A-E shall coordinate these efforts on behalf of the Owner or the AOC General Manager.

**B. Hourly Rates:** The PDB shall negotiate hourly rates for additional services. Upon approval by the AOC General Manager or his/her designee, these hourly rates shall be included in or attached to the Owner-Architect agreement with proper reference. These hourly rates establish the basis of payment(s) for "Other Design Services" as described herein. Hourly rates negotiated and written into any executed contract shall not be contrary to reasonable and accepted standards of the profession or duty associated with the hourly rate.

**C. Extra Work in Programming:** All traditional architectural and engineering (Civil, Structural, Mechanical, and Electrical) services (excluding site survey) are considered included in Design Services. Additional services may only be considered if the A-E is required to provide extraordinary assistance to the PDB during Phase A for additional programming or significant reconciliation of changed Program requirements. This type claim shall be made prior to any of such work being executed and shall require written authorization and approval of the claim by the PDB and the AOC General Manager of Facilities.

**D. Extra Work Due to Changes:** If the A-E and/or his consultants, during Phase B or C of the work, or in the preparation of "Record Drawings" during Phase D, are required to make significant changes directed by the PDB and/or the AOC General Manager, the A-E may be given consideration for reimbursement for such work. This work must, for consideration, be defined as significant, unreasonable, and extraordinary work directly related to changes to drawings, specifications or estimates previously approved in writing by the PDB, the AOC General Manager. When this work is specifically defined and approved in writing by the PDB and the AOC General Manager and the AOC Budget Director the owner may reimburse the A-E. However, if such work is required as a result of failure of the A-E or any of his sub-consultants to properly and correctly select, indicate, delineate or describe materials or methods of construction or finishes in accordance with applicable codes, regulations, COJ Part X, or normal architectural or engineering practices, the Owner shall be under no obligation to pay the A-E for the extra cost so caused, even though the documents requiring correction or changes bear the approval of design intent of the PDB and the AOC General Manager.

**E. Extra Work Due to Extended Construction Time:** In the event Phase D is extended 90 Days beyond the contractual date of Final Completion through no fault of the A-E, and if the A-E is required by the PDB to provide inspection and construction administration (Phase D) services during such extended period, then the Owner shall reimburse the A-E as described in Paragraph 13-4 B herein. The A-E shall not be authorized payment for activities that would have been executed regardless of delays, such as shop drawing reviews, change order processing, record drawings, punch list and final inspection etc. Related conditions are further defined and identified by 13-4 F herein.

**F. Extended Services Due to Extended Construction Time:** In the event Phase D is extended beyond 20-months or the approved Construction Critical Path schedule, whichever is greater, for projects with construction costs less than \$15,000,000 and 24-months or the approved Construction Critical Path schedule, whichever is greater, for projects with construction costs greater than \$15,000,000 through no fault of the A-E, and if the A-E is required by the PDB to provide inspection and construction administration (Phase D) services during such extended period, then the AOC General Manager may authorize additional compensation for the extended period. The maximum applicable factor is detailed in Table 13-1 Uniform Standards for the Payment of A-E Services in the column titled Maximum Long Duration Factor. This is multiplied by the current A-E Phase D services total amount to determine the maximum calendar day authorization. Extended services shall not apply to A-E services/activities, which are basic service requirements, such as shop drawing reviews, change order processing, record drawings punch list, final inspections, closeout documents and the like.

**G. Project Holds and Interruptions:** Should the project experience a temporary hold or interruption, through no fault of the A-E, the A-E shall not be required to execute his or her typical duties during that period of time the project experiences no progress. Unless the period of time the project experiences no progress exceeds 120-days, no additional compensation for the A-E shall be considered. Any "hold period" less than 120-days shall not reduce the 20-month or 24-month construction service period.

**H. Reimbursements to the A-E:** Extra payments to the A-E, as required under Paragraphs D and E above, may be on a negotiated basis between the PDB and A-E for the hours expended by the A-E with corresponding hourly rates and/or other agreed costs determined by PDB, AOC General Manager, and the AOC Budget Director to be reasonable. The A-E shall provide detailed documentation of any additional services claims.

**I. Special Consultant Services:** All architectural and engineering (Civil, Structural, Mechanical, and Electrical) design services, include designing the infrastructure systems which are typical to court facilities (telecommunications, audio/visual, data transmission, security systems, systems furniture coordination), and these systems shall be considered as included in the Owner-Architect basic services contract.

**J.** The PDB may consider the use of a special consultant if a specific purpose for extraordinary conditions relating to a special design circumstance presents itself. Approval for use of a special consultant must be granted by the AOC General Manager.

**K. Special inspections,** as noted in the KY Housing Building and Construction (HBC) requirements, are not considered as or part of basic A-E services. However, the A-E shall specify and direct that all special inspection requirements shall be identified in the contract documents and made part of the work/bid by competitive means as determined by the A-E and/or CM as appropriate.

**L. Additional Photographic Reproductions of Renderings:** If the A-E is required by the PDB to furnish additional photographic reproductions of the architectural rendering for the Project, or reproductions other than those specified as a required part of his services under Phase C, the Owner shall reimburse the A-E the actual cost of such additional or different reproductions times a multiple of 1.1. The Project shall also retain the right to employ an independent Project Photographer with the approval of the PDB and the AOC General Manager. This cost may be supported by project funds when so authorized.

**M. Services for Landscape, Furnishings, and Interior Design Consultants:**

1. Landscape, Furnishing, and Interior Design Services: Typically, all landscape, furnishings, and interior design services are inclusive in the A-E. These are standard (80% of the fee for the work under the consultant) basic fee consultant contracts unless determined extraordinary by the PDB and AOC General Manager. Should these services be determined and defined to be significant and extraordinary, these consultants may be requested for additional service consideration only with prior approval of the PDB and the AOC General Manager. The Consultant(s) (if used) shall execute work under the direct supervision and the responsibility of the A-E. The basis of fees and scope of the work for these consultants shall be as follows:

a. Landscape Consultant: The scope of the services of the Landscape Consultant shall consist of plans and specifications and inspection for planting of trees and shrubs only. Sodding, seeding, retaining walls, drives, walks, and related services, shall be included in contract documents by the A-E as appropriate. This is a standard (80% of the fee for the work under the consultant) basic fee consultant contract unless determined extraordinary by the PDB and AOC General Manager and approved in writing. Authorized additional service beyond basic services shall be negotiated.

b. Furnishing Coordination efforts to support all movable furnishings and equipment provided by the AOC is considered part of and is a required component of A-E Basic Services. AOC staff shall review layouts and meet with the A-E to coordinate the infrastructure needs for the final installation of AOC provided furnishings and equipment. This may be a hourly rate consultant contract if determined extraordinary and approved in writing by the PDB and AOC General Manager and or shall be negotiated.

c. Interior Design Consultants: Generally Interior Design Services shall be part of the A-E's Basic Services. These services shall include the A-E's presentation(s) to the PDB of proposed color and finish selections for their approval. This is a standard (80% of the fee for the work under the consultant) basic fee consultant contract. Authorized additional service beyond basic services shall be negotiated.

### **13-5 A-E Payments to Consulting Engineers:**

**A. General:** The architect shall pay to each of the Consulting Engineer Service Providers a fee or sum as negotiated between the Architect and the Consulting Engineer, which is a part of the A-E's total fee. The fee or sum shall be based on basic fee consultant contract (80% of the fee for the work under the direction and responsibility of the Consulting Engineer) unless the Architect and Consulting Engineer otherwise agree. No agreement between the Architect and the Consulting Engineer, under any circumstance, shall be negotiated for, as needed (on call) engineering service for a Court of Justice project.

**B. Upon completion of Phase "A-B-C-D" Services,** the A-E shall pay Consulting Engineers at a rate consistent with the A-E compensation for each phase of work as the A-E is paid.

**C. Payments for Extra Work:** The Consulting Engineers shall be paid for authorized additional services as set out in Paragraph 13-4.

**D. Liability Insurance:** All consultants shall carry liability to the same minimum standards required for Architect.



## Commonwealth of Kentucky Court of Justice

### Uniform Standards for the Payment of Architect-Engineer Services

Initially, A-E fees are estimated by use of projected construction costs as stated on a Program Document. The actual A-E fees are based on final construction contract amount including approved and executed change orders, and any approved non-contract construction items.

Project Construction Budget		New Work			Site Adaptation			Max Long Duration Factor
		Total Percent	Phases A, B & C	Phase D	Total Percent	Phases A, B & C	Phase D	
Less than	\$25,000	13.00	9.75	3.25	9.85	6.60	3.25	n/a
\$25,000 to	\$50,000	12.70	9.52	3.18	9.67	6.49	3.18	n/a
\$50,000 to	\$100,000	12.25	9.19	3.06	9.39	6.33	3.06	n/a
\$100,000 to	\$400,000	11.80	8.85	2.95	9.00	6.05	2.95	n/a
\$400,000 to	\$1,000,000	10.75	8.06	2.69	8.19	5.50	2.69	n/a
\$1,000,000 to	\$2,000,000	9.70	7.27	2.43	7.38	4.95	2.43	0.0014
\$2,000,000 to	\$4,000,000	8.70	6.52	2.18	6.58	4.40	2.18	0.0012
\$4,000,000 to	\$7,000,000	8.20	6.15	2.05	6.18	4.13	2.05	0.0010
\$7,000,000 to	\$10,000,000	7.75	5.81	1.94	5.90	3.96	1.94	0.0008
\$10,000,000 to	\$15,000,000	7.30	5.47	1.83	5.68	3.85	1.83	0.0006
\$15,000,000 to	\$25,000,000	6.90	5.17	1.73	5.42	3.69	1.73	0.0050
\$25,000,000 to	\$50,000,000	6.40	4.80	1.60	5.08	3.48	1.60	0.0004
\$50,000,000 and Over		6.00	4.50	1.50	4.80	3.30	1.50	0.0002

**Table 13-1** Uniform Standards for the Payment of Architect-Engineer Services

#### 13-6 AOC Role and Compensation for Design Services:

**A. General:** The AOC shall provide design input and reviews of designs and design related products to ensure adherence to COJ AP Part X during Phase (A, B, and C) Reviews. Should a Design Service Provider fail to meet AOC expectations or ignore project design schedules, design guidance, standards, provisions of the Program Document, and/or this COJ Rule, the AOC General Manager may execute design work either with AOC Staff or another Design Service Provider to facilitate Court of Justice requirements for a project.

**B. Penalty Compensation** for project work directed by the AOC General Manager shall be executed in accordance with the following:

1. When determined to be required by unacceptable delay or performance by the A/E, the PDB may direct A/E work to be executed by AOC or other qualified provider on behalf of the Project. The total amount owed to A/E shall be reduced at a rate no less than the hourly rates stated in the contract for design services (e.g., principal hourly cost, architect hourly cost, drafting hourly cost, field direction/inspection, etc.) and other actual costs incurred to the project.

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## Chapter 14. Design Services Procurement and Management

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### 14-1 General

A-E services for COJ Projects shall be procured through a competitive process in which service providers are selected on the basis of an evaluation of qualifications, capabilities, and experience for each Project. This process shall not rely on the lowest bid. The amount of expenditure is pre-set for design services as provided in AP Part X, Section 1, Chapter 13. This process shall result in the selection of the most desired design service provider from qualified A-E by a PDB. Pre-qualified A-E are determined by each PDB. This chapter defines the policy and procurement of A-E services for Projects. Throughout the design and construction process, the A-E and construction services providers shall use standard AIA documents. These standard AIA Documents utilized for a COJ Projects shall include all provisions, amendments, or supplements contained in AP Part X.

### 14-2 Duties and Responsibilities.

**A. The Owner** shall execute all contracts, change orders, administration of payments, financing, and construction on behalf of the PDB (PDB) in strict compliance with AP Part X.

**B. The PDB shall:**

1. Select and procure a Design Service Provider in accordance with AP Part X;
2. Ensure that the A-E fulfills its obligations to the Owner and the COJ;
3. Monitor the progress of the A-E services for design through construction (Phase A through Phase D);
4. Review and recommend approval or disapproval of change orders to the AOC General Manager;
5. Coordinate activities with the AOC General Manager and with other applicable AOC staff;
6. Assist in the presentation to the CFSC and the Legislative Capital Projects and Bond Oversight Committee, with the AOC General Manager;
7. Ensure that all authorized payments to design service providers are paid on a timely basis by the owner; and,
8. Ensure that the program is accomplished in accordance with the budget and standards set forth in the Program Documents.

**C. The AOC General Manager** shall ensure the COJ's interests and expectations relating to the facility development are met. The AOC General Manager, or his or her representative, shall:

1. Provide guidance to the PDB on the requirements of AP Part X and all matters relating to the execution and management of construction, Court Facilities criteria, design guidance, policies, and procedures;



2. Provide final authorization of all Project-related contracts, agreements, and understandings;
3. Monitor the progress of A-E services for design through construction (Phase A through Phase D), to ensure compliance with AP Part X;
4. Review partial payments to all Construction Service Providers, A-E, CM, and other consultants, as applicable, and authorize, authorize with adjustments, or disallow such payments;
5. Collaborate with the AOC Budget Director for all financial matters pertaining to the Project.
6. Establish Project "Substantial Completion" requirements;
7. Verify A-E's "Substantial Completion" determination;
8. Review and approve and initiate any and all actions resulting from "Substantial Completion" verification;
9. Make recommendations to the Director and the Chief Justice on matters relating to the Project;
10. Assist the PDB during presentations to the Capital Projects and Bond Oversight Committee, if necessary;
11. Review, approve, or disapprove any and all Change Order Requests and Change Orders and execute other duties prescribed by AP Part X.

**D. The AOC Budget Director** shall oversee all financial matters pertaining to the COJ. As relates to COJ capital Projects, the Budget Director shall assist the AOC General Manager with oversight of Project financial matters. The Budget Director's duties, as related to capital construction Projects, include but are not limited to:

1. Oversight of interim financing;
2. Oversight of bond sales;
3. Review and approval of funding for all change orders; and,
4. Review and approval of final Project and Project closeout payments

**E. The CFSC shall** consider requests for changes and increases in scope and/or cost. The CFSC shall disapprove, approve, or conditionally approve requests for changes of scope and/or costs which do not increase the authorized Use Allowance. The CFSC shall disapprove, approve, or conditionally approve scope and/or cost increase request submission to the Capital Projects and Bond Oversight Committee if an increase or change exceeds the authorized use allowance.

## **14-3 Design Services Procurement:**

### **A. Solicitation for Qualified A-E:**

1. Construction Management: For Projects with construction budgets greater than \$3,000,000, the PDB shall determine whether it desires a CM. This determination shall be accomplished prior to the initiation of Phase A design services. If the PDB elects to employ a CM, the provisions and processes described in AP Part X, Section I, Chapters 15 and 16, shall be implemented concurrently with the process described in this Chapter.
2. New Construction: The PDB shall advertise, through direct mailing and public notice(s) in a minimum of one (1) major daily newspaper which serves the region and one (1) local newspaper, an announcement that a Court Facility shall be designed and constructed. Additionally, this notice invites A-Es to submit a COJ Architect-Engineer and Related Services Questionnaire and a letter expressing interest in competing for the Project's design services. This Questionnaire shall be developed by the AOC and shall be a form prescribed by the AOC. Additionally, the PDB shall provide a copy of the Program Document to all interested parties.
3. Site Adaptation: In special circumstances, if approved by the AOC General Manager, the PDB may elect to seek services from an A-E for a "Site Adaptation" of their prior design of an existing design. If the PDB finds a recently constructed court facility, which has all of the desirable features and layout within a highly restricted budget, the PDB may solicit the Design Service Provider to "adapt" this design for their construction site. If a Design Service Provider is agreeable to execute a Site Adaptation design, design services for site adaptations shall be provided at a reduced cost as detailed in AP Part X, Section I, Chapter 13. This process shall require significant documentation to substantiate the viability of such Projects. Site Adaptations shall be considered a rare exception, not the rule. It is not the intent of the COJ to produce replicate facilities.

**B. Methods of Selection:** The PDB shall use one of the three (3) methods for the selection of a Design Service Provider described herein.

1. Traditional for Projects with Construction Budgets less than \$5,000,000: The traditional Design Service Provider method is executed by solicitation of the "Most Qualified" and interested A-E's as described in Paragraph C below to submit to the PDB their history of notable construction and firm's capabilities provided on the "Architect-Engineer (A-E) and Related Services Questionnaire" (Appendix G). The selection of an A-E shall be based on the evaluation of qualifications, capabilities, and experience as provided on the responding A-E's COJ A-E and Related Services Questionnaire and a letter of interest.
2. Traditional for Projects with Construction Budgets greater than \$5,000,000: The traditional Design Service Provider method is executed by solicitation of the "Most Qualified" and/or "Qualified" and interested A-Es' as described in Paragraph C below to submit to the PDB their history of notable construction and the A-Es' capabilities. The PDB shall, upon evaluation of information provided and qualifications, capabilities, and experience provided on the "Architect-Engineer (A-E) and Related Services Questionnaire," interview a minimum of three (3) but not more than six (6) applicants and select the most qualified A-E based on the qualification submittals and interview evaluations. Each A-E presentation is limited to one-half (1/2) hour in length plus any question and answer time required by the PDB.

3. Design Competition for Projects with Construction Budgets greater than \$5,000,000: The Design Competition is executed by first executing the traditional method for Projects with Construction Budgets greater than \$5,000,000 (see above) to select a “short list” of A-Es, which consists of no less than two (2) but no greater than six (6) A-Es. These A-Es are then invited to present specific proposed design solutions for the Project and program as provide in Paragraph C (5) below). **The PDB shall make the final selection for an A-E.** Compensation for these presentations shall be authorized in accordance with AP Part X, Section I, Chapter 13-3H. Presentations are limited in scope and duration, one (1) hour maximum plus any question and answer time required by the PDB.

#### **C. Solicitation for A-E Service Provider Qualifications and Interests:**

1. **Public Notices:** The Owner shall advertise a Public Notice, submitted to a minimum of one (1) major daily newspapers published in Kentucky. As a minimum the Public Notice shall be published in the Louisville Courier-Journal and or the Lexington Herald Leader and the County’s “Legal Newspaper.” See Figure 14-1. below for sample Public Notice. In addition, publication in at a minority publication is encouraged.

<p style="text-align: center;"><b>ADVERTISEMENT FOR ARCHITECTURAL SERVICES</b></p> <p>The <u>(County Name)</u> County Board proposes to construct a new Judicial Center to be located in <u>(City Name)</u>, KY. The PDB invites interested architectural firms to submit a Court of Justice Architect-Engineer and Related Services Questionnaire along with a letter of interest to the Office of the County Judge Executive <u>(CJE name)</u> <u>(County Name)</u> County Courthouse, <u>(Mailing Address)</u>, KY <u>(Zip Code)</u>. Proposals shall be returned to the address above no later than <u>(Month/Day/Year)</u>, <u>(Time)</u>. Proposals received after this date and time shall not be considered.</p> <p>The questionnaire and related proposal requirements may be requested, or obtained, from the office of <u>(CJE / Owner Name)</u>, as noted above, by either pick up or mail, or may be requested from <u>(General MGR's Name)</u>, AOC General Manager Facilities, Administrative Office of the Courts, 100 Millcreek Park, Frankfort, KY 40601-9230.</p>
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**Figure 14-1. Sample Advertisement for Architectural Services**

2. **Direct Mail Solicitations:** The PDB may, through mailed correspondence, solicit any Design Service provider that may be qualified and competent to execute work based on past work on COJ or similar facilities.

#### **D. Most Qualified A-E Determination:**

1. "Most Qualified" A-E Determination: The PDB shall evaluate the questionnaires and other submitted information based on qualifications, capabilities, and experience. The PDB shall, select an A-E or select a minimum of three (3) but not greater than six (6) A-Es as provided above, which it has determined "Most Qualified." A sample A-E Selection Grade Sheet is provided in Appendix C and required pursuant to Paragraph E-2 below.

2. "Walk-On" or "Qualified" A-E's: Provided the PDB does not select six (6) "Most Qualified" A-Es, the PDB may select a minimum of one (1) but no greater than three (3) A-Es, who were deemed as "Qualified" but not deemed as "Most Qualified," to be considered for selection. The PDB shall be limited to no greater than a total of six (6) A-Es for consideration in the selection process.

3. The PDB shall submit a copy of the Program Documents and any special instructions to the interested A-E providers and invite them to submit their resume', history, and notable capabilities. In the event there are less than three (3) A-Es selected or interested in presenting a proposal, the AOC General Manager may provide the PDB a list of additional qualified A-Es .

4. Resume and Qualification Statements to the PDB shall include, but is not limited to, the following:

- a. Verification that the A-E understands Program budget and scope limits;
- b. A listing of all proposed design team members, including consulting engineers and all other consultants, and
- c. Any printed data, materials, or displays the A-E deems suitable for the PDB to consider.

5. Design Competition: In the event the selection process includes a design competition pursuant to Paragraph B-3 above, presentations to the PDB shall not exceed one-half (1/2) hour in length. The PDB shall allow a minimum of two (2) weeks, but no more than one (1) month for the solicited A-E to prepare their proposals. Proposals for COJ Projects are limited to the following:

- a. Verification that the A-E understands Program budget and scope limits;
- b. Drawing of general site plan (describing facilities, parking, handicapped accessibility, etc.) which, if applicable, addresses relationship to other court and/or Owner functions;
- c. Main façade elevation study drawings;
- d. Proposed diagrammatic floor plan indicating solution concepts;
- e. Proposed schedule of Design, Bid, and Construction; and
- f. A listing of all proposed design team members, including consulting engineers and all other consultants (subject to approval by PDB).

#### **E. Selection of Project A-E Service Provider:**

1. The PDB shall use responding A-Es COJ A-E and Related Services Questionnaire, Resume, and a letter of interest, as defined above.
2. The PDB shall evaluate the qualifications and/or interviews and, if applicable, presentations, and select the A-E, on the basis of qualifications, capabilities, experience, submittal of the best demonstration of capability and/or solution(s) for the Project location. Interviews shall be evaluated by each PDB member on an Evaluation Score Sheet (See Appendix C for example).
3. Upon the determination by the PDB that a "Design Competition" will be executed, the PDB may solicit or request advice and/or opinions from one (1) to three (3) design professionals, as consultants, who have been recommended by the American Institute of Architects of Kentucky (AIA-Kentucky) for assistance in the Design Competition. Presentation of proposals during the competition shall be executed only for the PDB. Other than PDB members, only AOC staff and any AIA recommended professionals invited by the PDB may attend and participate in the presentations. The PDB, with assistance from any AIA-recommended professionals, shall evaluate the "Proposals" and provide an opinion(s) , with supporting rational, to the PDB for their discussion and selection of the best and most deliverable "Solution" and A-E.
4. The selection of an A-E shall be executed by majority vote by PDB members. **The PDB shall make the final selection for an A-E.**

**F. Procurement of A-E Services:** The Owner that owns the facility shall enter into a contract with the PDB-selected A-E upon receipt of written authorization of the selection from the AOC General Manager and the AOC Budget Director. The Owner shall use the AIA Abbreviated Standard Form of Agreement Between the Owner and Architect (AIA Document B151-1997) with all Amendments and stipulations that the Agreement shall be executed in compliance with COJ APX as the legal contractual instrument between Owner and A-E Service Provider. The amendment text for AIA documents (AIA Document B151 for A-E's, AIA Document A121/CMc for Construction Managers) is detailed in Appendix E, of AP Part X, Section I.

**G. Construction Management Agreements:** For Projects utilizing a Construction Management Service, the Owner shall utilize AIA Document A121/CMc Standard Form of Agreement between Owner and Construction Manager.

**H. Combination A-E and CM Firms:** No A-E shall be permitted to perform design services and construction management services for the same COJ Project.

#### **14-4 Design Services Management**

**A. The Owner** shall ensure that all contracts, change orders, administration of payments, financing, and construction are executed in strict compliance with this section of COJ AP Part X. All contracts, agreements, amendments, change orders, and any charges and/or expenses exceptional to original contract document amounts require approval from the AOC General Manager and the AOC Budget Director.

##### **B. The PDB:**

1. The PDB shall select an A-E in accordance with AP Part X and ensure that the A-E fulfills its obligations to the Owner and the COJ, monitor the progress of the design services and ensures that the review process detailed in Appendix F of the AP Part X, Section III, is followed.

2. The PDB shall approve the pre-construction Phase A. Design Services that are complete within the scope and cost of the approved Project. Upon this approval, the PDB shall direct the presentation of Phase A design to the CFSC pursuant to Paragraph 15-7A(7) herein, for their review and approval. Upon CFSC approval, the PDB shall authorize the A-E to proceed to Phase B.

3. Upon completion of AOC Final Review of Phase B Design, the PDB shall authorize the A-E to execute Phase C services.

4. The PDB and the AOC General Manager shall require in all reviews that the A-E shall present evidence that all program criteria requirements and departmental reviews have been included and considered for each Phase of the design. Departmental signatures are required as evidence to this affect.

5. The PDB shall review, accept or reject any proposal for a Change Order(s), but shall not authorize any change orders or combinations of change orders which do not have the written concurrence of the AOC General Manager and the AOC Budget Director and/or cause the Project to exceed the authorized scope or budget.

**C. The AOC General Manager** shall provide guidance to the PDB on matters of COJ Rules of Administrative Procedure relating to Court Facilities criteria, design standards, policies, and procedures.

1. Oversight of Design and Construction:

a. General: The AOC General Manager or his or her designee shall provide oversight of design and construction efforts and related activities in accordance with the Kentucky Revised Statutes, AP Part X, Program Documents, and/or approved and executed Project Contract Documents.

b. Oversight of Design: The AOC General Manager or his or her designees may conduct design reviews at any time and may direct corrective action when designs or specifications are unsuitable, do not comply with the AP Part X, or are deemed inappropriate and/or undesirable by the AOC General Manager or his or her designee(s).

c. Job Site Safety: The COJ Occupational Health and Safety (OSHA) administrator(s) may conduct inspections of job sites at any time and may direct and/or require corrective action by responsible parties to take immediate measures, at their expense, to ensure a safe work environment. Additionally, the COJ OSHA Officer has the authority to cite and fine individuals, contractors, sub-contractors, construction management, and/or other responsible parties for unsafe acts and/or environments.

d. Job Site Inspections: The AOC General Manager or his or her designee(s) may conduct job site inspection at any time. If an AOC official discovers any work they deem unsuitable, work which does not comply with contract documents, or work which is not in compliance with AP Part X, the AOC official shall direct the Design Services Provider(s), construction service provider(s), CM, and/or Contractor (including workers) to cease work and/or make corrective efforts. If any construction and/or design work is discovered to be substandard, incomplete, and/or otherwise unsuitable and the design service provider(s), construction management provider, contractor(s), and/or subcontractors fail to remediate the unsuitable condition or work as directed by the AOC official, the AOC General Manager or his or her designee may direct corrective actions at the expense of those who executed the work and those who were responsible for oversight and design of the work (e.g., CM, A-E).

2. Plan Review: The AOC General Manager implements and executes design reviews in association with the PDB. The AOC General Manager shall certify to the PDB the satisfactory completion of each review, thus allowing the PDB to proceed to the next appropriate phase of the Project. The AOC General Manager and the PDB shall require in all reviews that the A-E service provider shall present evidence that all program criteria requirements and departmental reviews have been included and considered for each Phase of the design. Departmental signatures are required as evidence to this effect.

3. The AOC General Manager and the AOC Budget Director shall review proposed Change Orders to determine whether the change orders are authorized in accordance with COJ AP Part X, Section II and Section III, and do not cause the Project to exceed the authorized scope and budget and shall give written approval, approval as modified, or disapproval to the PDB regarding the proposed change order.

**D. The AOC Budget Director** shall oversee all financial matters pertaining to the COJ. As related to COJ capital Projects, the director assists the AOC General Manager with oversight of Project financial matters. The Budget Director's duties, as related to capital construction Projects, include but are not limited to:

1. Oversight of interim financing;
2. Oversight of bond sales;
3. Review and approval of funding for all change orders; and,
4. Review and approval of final Project and Project closeout payments.

**E. Design Service Providers (A-E):**

1. General: The A-E shall perform work on behalf of the PDB. The A-E shall execute services, which are divided into four (4) phases as detailed in this chapter.

2. Authorizations to Proceed: Each of the last three (3) phases of the A-E's services shall be performed only upon the written authorization of the PDB. Nothing in Owner-Architect Agreement (AIA Document B151 for A-E's, AIA Document A121/CMc for Construction Managers) with amendments in accordance with AP Part X and shall be construed as placing any obligation on the Owner to authorize the A-E to proceed with any phase of his or her services beyond the written authorization of the PDB, nor shall the Owner or the COJ be obligated to pay any fees to the A-E incurred beyond the fees applying to the authorized phase of his or her services, without the above mentioned written authorization.

3. Service Performed by Others: The Owner, PDB, or the COJ shall not, without the consent of the A-E, perform any of the services covered by this contract, unless this contract has been terminated as set forth in Paragraph 14-9 F herein.

4. Architect of Record: In the event a non-licensed, architect-owned firm (e.g., a non-licensed architect financially controlled firm) is awarded an A-E service contract. The A-E/A-E Firm shall assign the title of "Architect of Record" to a licensed design professional in their employ. In this circumstance, the Architect of Record has the final responsibility and authority for design-related activities. This "Architect of Record" shall not be reassigned from the Project without the written consent of the PDB and the AOC General Manager. Should the designated Architect of Record be changed, the PDB shall act without penalty or prejudice, to transfer the contracts remaining services and/or unpaid fees to date to the Architect of Record as it is determined to be in the best interest of the COJ and the AOC General Manager.

5. Liability Insurance: The A-E Firm shall provide professional liability insurance in the name of the firm for the Project. In the event a non-licensed architect owned firm (e.g., a non-licensed architect functionally controlled firm), the firm shall, in addition to the firm's professional liability insurance, provide a separate policy for the Architect of Record for the Project.

#### **14-5 Design Services Provider (A-E) Representation and Warranties:**

**A. A-E/Design Team Qualifications:** The A-E shall identify all design team members, including all consultants. All design team members shall be professionally qualified and shall be licensed to practice architecture or engineering or both within the Commonwealth of Kentucky.

**B. Licenses, Permits, and Authorizations:** The A-E shall maintain all necessary licenses, permits and other authorizations necessary to act as A-E for the Project until the A-E duties hereunder have been fully satisfied. Submittals and representations required to obtain building permits, tap-on fees, and the like, shall be executed by the A-E. The owner shall pay for such Project fees and permits.

**C. Project Familiarization:** The A-E shall become completely familiar with the Project site, the local conditions, the criteria, the design standards, the scope of work, and Project requirements under which the Project shall be designed, constructed, and operated.

**D. Professionalism:** The A-E shall exercise the highest degree of care and skill professionally exercised by members of the same profession currently practicing under similar conditions in preparing all documents required by this Contract including, but not limited to, all contract plans and specifications, and shall exercise usual and customary professional care to conform and comply with all applicable law, codes and regulations in effect at the time of preparation.

**E. Assumed Responsibility:** The A-E assumes responsibility to the Owner and the COJ for negligent acts, errors, and omissions of its consultants or subconsultants for professional services within the scope of work between the A-E and PDB for the Project. The A-E shall provide certificates of professional liability insurance, in accordance with Paragraph 14-9H herein, naming the Owner as the insured.

#### **14-6 Consulting Engineers and Special Consultants:**

**A. General:** The A-E shall enter into agreements with Consultants to the Project with an Abbreviated Standard Form of Agreement Between Architect and Consultant (AIA Document C142, amended in accordance with AP Part X, Section I, Appendix E to conform with the requirements of the A-E primary contract. Consultants are subject to the same liability and insurance requirements as the A-E. The A-E shall provide, as proof of compliance, a copy of the signed Form of Agreement (AIA Document C142, with Amendment(s) in accordance with Appendix E), to the PDB for its review, verification, and approval prior to proceeding with work. Consulting engineer(s) shall represent the A-E (design) team through all phases of the Project. Consulting engineer(s) shall not represent or furnish service in part or on any other limited arrangements.

##### **B. When Required:**

1. The A-E shall employ necessary Civil, Structural, Mechanical, and Electrical Engineers for the design and professional supervision of all applicable disciplines included in the Project, such as site work, site utilities, pavements, mechanical systems, mechanical control systems, electrical systems, electronic systems, communications systems, data systems, and any typical court-specific systems or work included in the Project in accordance with AP Part X, Section III.



2. On all Projects, the A-E shall employ a Structural Engineer: for the design and direct supervision of the professional services associated with this portion of the work. The extent of the Structural Engineer's work shall be comprehensive and include all structural and related components of the Project. Cost of structural concrete, general excavation and backfill, and elevators shall not be considered in the Structural Engineer's portion of the work.

3. The A-E may employ special consultants as the A-E deems appropriate and necessary to execute required design services without additional compensation.

4. The A-E shall only employ a special consultant at additional expense or compensation other than the Consulting Engineers mentioned in paragraphs (1) and (2) above, when specifically authorized in writing by the AOC General Manager and the PDB to do so.

**C. Qualifications:**

1. The Consulting Civil, Structural, Mechanical, and Electrical Engineers employed for a Project shall be licensed to practice engineering by the Commonwealth of Kentucky.

2. Special Consultants, if authorized, shall be skilled in their special field and shall meet such requirements the PDB or the AOC General Manager established for them.

**D. Project Familiarization:** The Consultants shall become completely familiar with the Project site, the local conditions, the criteria, the design standards, contract requirements and the scope of work under which the Project shall be designed, constructed, and operated.

**E. Professionalism:** The Consultants shall exercise the highest degree of care and skill professionally exercised by members of the same profession currently practicing under similar conditions in preparing all documents required by this Contract including, but not limited to, all contract plans and specifications, and shall exercise usual and customary professional care to conform and comply with all applicable law, codes and regulations in effect at the time of preparation.

**14-7 Design Services Components - Phases of the Design Process:**

**A. Phase A – Schematic Design and Estimate:**

1. Items furnished to the A-E: Under Phase A, the PDB, on behalf of the AOC and the Owner, shall furnish to the A-E:

- a. The Program Document which details the size, scope and allowable construction cost of the Project;
- b. AP Part X, Section III. which identifies space relationships, finishes and other necessary components;
- c. Survey, plot and site-related data;
- d. Site-related geotechnical data;
- e. Other information pertinent to the Project which the Owner wishes to be incorporated or considered; and,
- f. Approval or disapproval of proposed consulting engineer or service providers.

2. Pre-Design Meeting: The PDB or the Design and Construction Committee, as its representative, shall confer with the A-E and his or her consultants, to confirm their understanding of the AOC's and the PDB's purposes, concepts, desires, and program requirements and to confirm any AOC and/or PDB preferences with respect to the systems and other elements of the Project.

3. Program Review: The A-E and his or her consultants shall confer with the PDB to review the Program and any adjustments. If at anytime during the A-E's work under Phase A, after the Program Review and adjustment, it should appear evident that the Project scope or allowable construction cost will be exceeded, the A-E shall notify the PDB and the AOC in writing accordingly and shall recommend remedial action to adjust the cost to the authorized scope. The A-E is responsible for inclusion of all infrastructures required to support Owner and/or AOC provided furnishings, systems, and equipment. The A-E shall confirm the size, nature, number, etc. of provided furnishings, systems and equipment with AOC Staff. Additionally, the A-E and the PDB shall determine and finalize the A-E's schedule of work.

4. Phase A Drawings and Specifications: At a date agreed upon during the Program Review, the A-E shall prepare adequate drawings and outline specifications to define the style and type of structure, the type of mechanical systems, controls, lighting, electrical systems, structural systems, and supporting facilities, for the Project which can be completed within the allowable construction cost. Six (6) sets of full-size drawings and specifications shall be submitted. Upon PDB and AOC General Manager's approval of a proposed Phase A design, the PDB and A-E shall submit the design to the CFSC as indicated in Paragraph (6) below, for the CFSC's consideration.

5. Program Cost Estimate: Together with the submission of Phase A Drawings and Specifications, the A-E shall also submit to the PDB, a Project Budget Worksheet as identified in AP Part X, Section I, Appendix C, a realistic program estimate for the construction of the Project based upon the drawings and specifications submitted and any other decisions reached to date, which shall be within the authorized Project scope. Entries on the Project Budget Worksheet shall be made in the column titled "Phase A Estimate."

6. CFSC Presentation: As part of Phase A, the Design Service Provider is required to present a proposed Phase A Plan and Program Estimate to the CFSC. Upon approval of the plan by the CFSC, the proposal shall incorporate any and all Committee's recommendations and the recommendations of the AOC into the design. The PDB and the AOC General Manager shall issue written directive to proceed to Phase B Design, when the program is in compliance with CFSC and AOC directives. Items to be furnished to PDB by and through the AOC Facilities Office no less than ten (10) working days prior to CFSC meetings, include, but not limited to, 30 individual, plastic comb-bound copies of the following:

- a. Coversheet (See Chapter 3 for description);
- b. Tab 1. Description of Project;
- c. Tab 2. PDB record of review and preliminary approval of the proposed plan, and request for CFSC consideration;
- d. Tab 3. Design Status;
- e. Tab 4. Design-Related Costs;
- f. Tab 5. Anticipated Construction Start and Finish Dates;

- g. Tab 6. Drawings on 8 ½" by 14" plain white paper of the following:
  - I. Vicinity Map, depicting location of proposed Project;
  - II. Site and Master Plans pursuant to AP Part X, Section I, Chapter 3; and
  - III. Floor Plans of Proposed Building, with areas identified with nomenclature described in the Program Document and room numbers.
- h. Tab 7. Functional Areas Listing (Area by Area): Area nomenclature described in the Program Document, Authorized SF, Proposed SF, SF over/under, percent Over/Under, Comments (including any proposed Exceptions to Criteria or program document);
- i. Tab 8. Project Construction Cost Estimate, which includes, but is not limited to: Site Purchase Cost, Site Preparation, design costs, primary and supporting facilities costs, contingency costs, and finance costs;
- j. Tab 9. Financing Data, which includes sources and uses of funds, estimated 20-year debt service schedule, and estimated interest rates; and
- k. Tab 10. Project Contacts: List by name, with title and/or role, address, telephone number and email address primary design and development contacts for the Project.

7. Payment for Services: At the conclusion of Phase A at the direction of the PDB and AOC General Manager, the Owner shall provide the fee for those services as allowed by the COJ Uniform Standards for the payment of A-E Services detailed in AP Part X, Section I, Chapter 13.

**B. Phase B – Design Development and Estimate:**

1. Authorization to Proceed with Phase B: Upon written authorization by the PDB and AOC General Manager, the A-E shall commence Phase B of his or her services.

2. Site Survey and Geotechnical Services: Under Phase B, the PDB shall authorize the A-E, as an additional service, or as otherwise agreed, in accordance with AP Part X, Section I, to procure a complete site and geotechnical surveys which is required for the A-E and its consultants to properly design the structure and related facilities. The A-E and/or Owner shall select the most qualified Site Survey Provider and enter into a contract, as amended in accordance with Appendix E. with the Service Provider proposing the most valued service using a Request for Proposal-Geotechnical Services (AIA DOCUMENT G601, with required statements from Appendix E). The services provided, at a minimum, shall include the identification and/or the execution of:

- a. Defining Boundaries,
- b. Locations and natures of Easements,
- c. Defining Restrictions,
- d. Defining Site Topography,
- e. Location of Streets,
- f. Location of Utilities,

- g. Size, location and nature of existing structures,
- h. Execution of Soil Bearing Capacity Declaration (See Appendix C – Forms),
- i. Execution of Declaration of Uniformity of Area Soil Conditions (See Appendix C – Forms), and
- j. Subsurface investigations such as soundings, core drilling, or soil bearing tests.

Site survey shall be executed similarly to above statements to meet the requirements of the appropriate AIA Request for Site Survey Form as requested by the A-E for site information.

3. Design Development Drawings and Specifications: In accordance with a number of days agreed upon during the Program Review after written authorization by the PDB for the A-E to proceed with Phase B, the A-E and the A-E's consultants shall prepare design development drawings and specifications showing and describing generally, the site plan, utilities, floor plans, elevations, sections, structural systems, materials and finishes. The design development drawings and specifications for the mechanical, electrical and structural portions of the Project shall be prepared by consulting engineers, each licensed in their area of the engineering work. Each drawing shall be imprinted with the seal of the A-E or consultants directly responsible for its preparation. All such drawings and specifications shall be for a Project that can be completed within the limitations prescribed in Phase A.

4. Cost Estimate: Together with the submission of such drawings and specifications, the A-E shall also submit to the PDB, Phase B Estimates on the Project Budget Worksheet (See Appendix C), which was initiated during Phase A. The entries on the Project Budget Worksheet shall reflect a realistic cost estimate based upon the drawings and specifications submitted, any other decisions reached to date, and the most recent and accurate information regarding local material/equipment prices, wage rates as required pursuant to KRS 337.510 and 337.520, and the actual cost of recent similar Projects, making appropriate allowance for changes in cost which may reasonably be expected to occur by the time the Project will be bid and constructed. This Phase B Cost Estimate shall be within the allowable construction cost. If at anytime during the A-E's work under Phase B the A-E shall become aware that the Project cost will exceed the limitations prescribed in Phase A, the A-E shall notify the PDB in writing and shall recommend remedial action which shall reduce the cost to the allowable construction cost. Entries on the Project Budget Worksheet shall be made in the column titled "Phase B Estimate."

5. Design Drawings and Specifications: Upon completion of Phase B services, the A-E shall submit six (6) full-size printed copies of the design development drawings and specifications in Microsoft Word format and 20 copies of Floor Plans on 8-1/2" by 11" or 8-1/2" by 14" paper, to the PDB for approval and which approval shall be defined as approval for design intent and shall not operate to relieve the A-E from providing adequate design under the contract. The drawings shall be submitted in United States National CAD Standard format, at this Phase B design. Drawings and specifications, electronic or in print, shall be provided to the AOC at any time upon request (minimum two (2) Compact Disks).

6. Phase (B) Review of Drawings and Program Estimate: The AOC General Manager, on behalf of the PDB and the Owner, shall execute a Phase Review of the (Phase B) Drawings and Program Estimate with the A-E in accordance with Appendix F of this Construction Program Development component of COJ AP Part X, Real Property Management or Appendix F of Section III., Court Facilities Design and Construction. The AOC General Manager shall prepare a statement of the results of the Initial Review to the PDB. Upon approval of the review by the PDB, the Owner shall sign and return to the A-E one copy of each of these documents, with written approval to proceed to Phase C.

7. Payment for Services: At the conclusion of Phase B and at the direction of the PDB and the AOC General Manager, the Owner shall provide the fee for those services as allowed by the COJ Uniform Standards for the payment of A-E Services detailed in AP Part X, Section I, Chapter 13.

### **C. Phase C – Construction Contract Documents and Final Estimate:**

1. Authorization to Proceed with Phase C: Upon written authorization by the PDB and AOC General Manager, acting on the behalf of the Owner, the A-E shall commence Phase C of his or her services.

2. Working Drawings and Specifications: In accordance with the agreed schedule, The A-E, and the A-E's consultants shall prepare complete and coordinated working drawings and CSI format technical specifications, based upon the approved Phase B drawings and specifications, design guidance and criteria.

3. Technical Specifications, Lists and Bid Documents: The A-E and its consultants shall prepare the CSI format technical specifications in Microsoft Word format. The A-E and its consultants shall prepare, as a minimum, lists of principal materials, subcontractors, Special Conditions, Forms of Proposal, Additive Alternates if any have been authorized, General Conditions, the Form of Contract, and the Form of Bond. Additionally, the A-E shall prepare Bid Documents. The A-E shall use standard AIA documents with all appropriate amendments included in or referenced in the contract documents.

#### **4. Drawings and Specifications:**

- a. The drawings shall be in ink on 2 mil. or heavier Mylar, size 24" by 36" (or as authorized or directed by the AOC General Manager,) and shall have proper line quality for reproduction of clear, distinct prints.
- b. The specifications shall be typed, printed or reproduced in black ink on master copies such as plain white 16 lb. or 20 lb. bond paper for standard 8 ½" x 11" reproductions and be of appropriate quality to allow the printing of specification books. Also, the specifications shall be submitted in digital Microsoft Word form on the diskettes or Compact Disk as is described in the following sentence.
- c. The A-E shall submit to the PDB six (6) printed sets of the working drawings and specifications, including one set of drawings submitted in United States National CAD Standard format on two (2) Compact Disks (CD).
- d. The format of the title block of the drawings shall contain the Seal of the COJ and appropriate signature blocks as directed or approved by the AOC General Manager unless prior approval is secured for a specific variation.
- e. All required approvals, and corrected original drawings and corrected master copies of the specifications shall then be delivered to the PDB and the AOC General Manager within 60 days of the Phase C Authorization to Proceed.

- f. None of these documents shall contain any item or facility not previously approved for design intent by the Owner. Drawings and specifications, electronic or in print, shall be provided to the AOC at any time upon request.

5. Rendering: The A-E shall provide to the AOC General Manager an original, professionally hand drawn, watercolor rendering of the facility, which is of archival quality and is placed on archival quality media. The A-E shall provide the AOC examples of the Artist's(s') work prior to execution for AOC approval to proceed. The rendering shall measure no less than 16" by 20", but not greater than 18"by 24". The rendering shall be signed and dated by the artist(s) who prepared it. The Commonwealth of Kentucky COJ Seal shall be placed in the lower right corner, sized proportional to the rendering scale. Additionally, the A-E shall provide to the AOC six photographic copies of the rendering on 11" by 14" photographic paper, two (2) negatives (if copied with photographic film), and/or two Compact Diskettes, which each contain a high-quality digital image (capable of duplicating the rendering full-size at photographic resolution) of the rendering.

6. Final Cost Estimate: Together with the submission of such drawings, specifications, etc., the A-E shall submit to the PDB, Phase C (Final) Estimates on the Project Budget Worksheet (See Appendix C), which was initiated during Phase A. The entries on the Project Budget Worksheet shall reflect a final anticipated cost estimate based upon the drawings and specifications submitted and the most recent and accurate cost information, which shall be within the allowable construction cost and shall hereinafter be referred to as the Final Estimate. The Final Estimate shall not be increased or decreased by the A-E unless authorized in writing by the Chief Justice. If at any time during the A-E's work under Phase C the A-E becomes aware that the Project scope or Final Estimate may be exceeded, the A-E shall notify the PDB in writing and shall recommend, in writing, remedial action which shall adjust the cost to the authorized scope. Entries on the Project Budget Worksheet shall be made in the column titled "Phase C Estimate."

7. Phase (C) Review: The AOC General Manager, on behalf of the PDB and the Owner, shall execute a Phase Review with the A-E of the Phase C Drawings and Final Estimate. The AOC General Manager shall prepare a statement of the results of the review to the PDB. Upon approval of the review by the PDB, the Owner shall sign and return to the A-E, one copy of each of these documents, with written approval to proceed to bid the Project for construction.

8. Drawings and Specifications Copies: Upon acceptance of approved Phase C Documents, the A-E, on behalf of the Owner, shall cause the printing of all drawings and specifications for bidding and construction purposes. The A-E shall monitor and direct this process as part of Basic Services. The owner shall bear all costs thereof if the reproductions and pay the printing vendor directly for all duplication services. Such costs shall be reimbursed to the Owner with Project funds.

9. Evaluation of Bids and Contract Recommendations: The A-E and the A-E's consultants shall assist the PDB in obtaining bids, receiving, tabulating and evaluating the bids received and in the award of any contract or contracts for construction of the Project or any part thereof. Following their evaluation of the bids received, the A-E and the A-E's consultants shall prepare and submit to the PDB written recommendations concerning contract award and approval of proposed construction materials/equipment and subcontractors.

10. Unacceptable Bids: In the event that the Owner elects not to award a construction contract because the low bid or bids exceed the five percent (5%) of the programmed construction cost, it shall be the responsibility of the A-E, upon the request of the PDB, to submit within ten (10) working days of the PDB's or the AOC General Manager's request, together with appropriate description and explanation, a list of possible changes or revisions to the drawings and specifications, designed to reduce the cost to the Final Cost Estimate while retaining to the maximum extent possible the authorized scope, quality, and intent of the original Project requirements. The A-E shall give careful consideration to and evaluate the probable cost of construction changes and revisions proposed. If then directed by the PDB or the AOC General Manager to make certain changes and revisions for the purpose of reducing the cost to within the allowable construction cost, the A-E and the A-E's consultants shall make such changes and revisions. Written approval for design intent of the documents submitted under Phase C, given prior to receipt of bids for the work, shall not relieve the A-E and its consultants of their obligation to make such changes, under the above conditions. Evaluations of the Owner's Project budget, preliminary Cost Estimates or other required Cost Estimates prepared by the A-E represent the A-E's best judgment as a design professional familiar with the construction industry trends and practices.

11. A-E Responsibility: It is recognized, however, that neither the A-E nor the PDB or Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or regulatory conditions. Accordingly, the A-E cannot and does not warrant or represent that bids or negotiated prices will not vary from the Project budget or Cost Estimate prepared by the A-E. Remedies for Projects exceeding the authorized budget upon receipt of bids shall remain the responsibility of the A-E and other professional service providers to the effect of changes and revisions to the contract documents to meet the authorized budget. This recognizes certain conditions related to scope, criteria, etc. relating to owner controlled items may require adjustments for the design team to accomplish.

12. Payment for Services: At the conclusion of Phase C, the Owner shall provide the fee for those services as allowed by the COJ Uniform Standards for the payment of Architect-Engineer Services detailed in AP Part X, Section I, Chapter 13.

**D. Phase D – Duties, Obligations, and Responsibilities (Supervision, Inspection and Overhead (SIOH)) during Construction:**

1. Authorization to Proceed with Phase D: After receipt of an authorization to proceed with construction from the Chief Justice and a Standard Form of Agreement Between the Owner and Contractor, as amended in accordance with Appendix E (construction contract) (AIA DOCUMENT A101 or applicable contract when a construction manager is used, AIA Document A121/CMc for Construction Managers), and required bonding of contractor and/or CM has been executed, and upon written authorization of the PDB and the AOC General Manager, the A-E shall commence Phase D of his services. During construction of the Project, and at all times relevant thereto, the A-E shall have and perform the following duties, obligations, and responsibilities.

2. Construction Contract Obligations and Responsibilities: In addition to its duties, obligations and responsibilities set forth in the following paragraphs, the A-E shall have and perform those duties, obligations and responsibilities set forth in the Construction Contract Between Owner and Contractor (AIA DOCUMENT A101/A121CMc) that are specifically designated as duties, obligations and responsibilities of the A-E.

3. Role of the A-E: The A-E shall, as contemplated herein, fairly and as required by this document, act as a representative of the PDB and the AOC General Manager throughout construction of the Project. Instructions, directions, and other appropriate communications from the PDB to the Contractor shall be given to the Contractor by the A-E.

4. Review of Contractor Documents: Upon receipt, the A-E shall carefully review and examine the Contractor's Schedule of Values, together with any supporting documentation or data which the PDB or the A-E may require from the Contractor. The purpose of such review and examination shall be to exercise that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances to prevent an unbalanced Schedule of Values which allocates greater value to certain elements of the Work than is indicated by such supporting documentation or data, or than is reasonable under the circumstances. If the Schedule of Values is not found to be appropriate, the Schedule of Values shall be returned to the Contractor for revision or supporting documentation or data. After making such examination, if the Schedule of Values is found to be appropriate as submitted, or if necessary, as revised, the A-E shall accept the Schedule of Values as the basis for all payments of the Contract Price to the Contractors.

5. Construction Contract Amounts: Upon completion and awards of construction contracts, the A-E shall enter the actual contract amounts on the Project Budget Worksheet (See Appendix C), which was initiated during Phase A. Entries on the Project Budget Worksheet shall be made in the column titled "Contract Amount."

6. Critical Path Schedule: The A-E shall require the CM or GC to establish and execute a Critical Path Schedule for all work and/or all bid packages. This Critical Path Schedule shall govern the Project schedule for the duration of the Project. The Critical Path Schedule shall be used to identify delay(s) and assign the application of liquidated damages for said delays in the work. Liquidated damages shall apply immediately to the contract of delay. Minimum Liquidated Damage value shall not be less than \$750 per day, plus all other associated costs increases and expenditures resulting from the delay of each contract.

7. Monitoring of Progress: The A-E shall become familiar with the progress and quality of the work of the Contractor. The A-E or his or her designee shall visit the site at intervals appropriate to the stage of construction, including, at a minimum, site visits no less frequently than two (2) times per month. The purpose of such site visits shall be to determine in general the quality and quantity of the work in comparison with the requirements of the Construction Contract. In making such on site observations, the A-E shall endeavor to protect the Owner and AOC from continuing deficient or defective work, from continuing unexcused delays in the schedule and from overpayment to the Contractor. Following each site visit, the A-E shall submit a written inspection field report of such site visit, together with any appropriate comments or recommendations, to the PDB and the AOC General Manager. However, the A-E shall not be required to make exhaustive or continuous on site inspections to check the quality or quantity of the work. The A-E shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, since these are solely the Contractor's responsibility under the Construction Contract. The A-E shall not be responsible of the Contractor's Schedule or failure to carry out the work in accordance with the drawings, specifications or Contract Documents. The A-E shall not have control over or charge of acts or omissions of the Construction Subcontractors, or their agents or employees, or of any other person performing portions of the work.

8. Reviews and Certifications: The A-E shall review and certify periodic and final payments owed to the Contractor under the Construction Contract predicated upon observations of the work as required in Paragraph (5) above and evaluations of the Contractor's rate of progress in light of the remaining Contract Time and shall issue to the PDB "Certifications of Payment" (AIA Document G702) in such amounts. By issuing a Certification of Payment (AIA Document G702) to the PDB, the A-E informs the PDB that the A-E has made the observation of the work required by Paragraph (5), and that the work for which payment is approved has, to the best of the A-E's knowledge, information and belief, reached the quantities or percentages of completion shown, or both, that the quality of the Contractor's work is in accordance with the requirements of the Construction Contract, and that under



the terms and conditions of this paragraph and the Construction Contract, the Owner, with approval and recommendation of the PDB and the AOC General Manager is obligated to make payment to the Contractor of the amount certified. The foregoing representations are subject to an evaluation of the work for conformance with the Construction Contract upon substantial completion, to results of subsequent tests and instructions, to minor deviations from the Construction Contract correctable prior to completion and to specific qualifications expressed by the A-E. The A-E shall have the duty to the PDB to provide accurate and current status of the Project costs and expenses approved or encumbered to the Project by their actions.

9. A-E Interpretations: The A-E shall promptly provide timely interpretations on written request or as necessary in the judgment of the A-E for the proper execution of the work.

10. A-E Authority to Reject: The A-E shall have the authority to reject in writing any work of the Contractor(s), which is not in compliance with the Construction Contract unless directed by the Owner, in writing, not to do so. However, neither this authority nor the authority granted below nor a decision made in good faith to either exercise or not exercise such authority shall give rise to a duty or responsibility of the A-E to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the work. In accordance with the Kentucky Building Code and AP Part X, no authority shall exist for the Construction Service Provider or the CM to perform or execute construction contrary to the approved construction documents (Plans and Specifications) without the use of an approved change order pursuant to Paragraph (16) below.

11. A-E Authority to Require Inspections and Testing: The A-E shall have authority to require inspection or reinspection and testing or retesting of the work in accordance with the provisions of the Construction Contract whenever appropriate.

12. A-E Submittals Responsibilities: The A-E shall receive and approve, or otherwise respond to, the Contractor's shop drawings and other submittals, but only for the limited purposes of checking for conformance with information given and the design concept expressed in the Contract Document. The A-E is not required to make exhaustive reviews of shop drawings. Review of such submittals shall be conducted to allow sufficient time in the A-E's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions or quantities or for substantiating instructions for installation or performance of equipment or systems designed by the Contractor, all of which remain the responsibility of the Contractor to the extent required by the Construction contract. The A-E's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the A-E, of construction means, methods, techniques, sequences or procedures. The A-E's approval of a specification shall not indicate approval of an assembly of which the item is a component. The A-E shall not be responsible for any deviations from the Contract Documents not brought to the attention of the A-E in writing. When professional certification of performance characteristics of materials, systems or equipment is required by the Construction Contract, the A-E shall be entitled to rely upon such certification to establish that the materials, systems, or equipment will meet the performance criteria required by the Construction Contract.

13. Substantial Completion Certification (AIA DOCUMENT G704): Based upon observations of the Project, the A-E shall certify in writing to the PDB the fact that, and the date upon which, the Contractor has achieved Substantial Completion of the Project and the date upon which the Contractor has achieved Final Completion of the Project.

14. Documents to be Provided to PDB:

a. The A-E shall transmit to the PDB all manuals, operating instructions, record drawings, warranties, guarantees and other documents and things required by the Construction Contract and submitted by the Contractor.

b. The A-E shall, under Phase D of his services, upon completion of the work, make final corrections on the Drawings, incorporating all changes and revisions made during the progress of the work, so as to provide "Record Drawings" of the Project, subject to subparagraph (a) above. **Final payment to the A-E shall not be made until the PDB and the AOC General Manager has received the "record drawings", which are complete and fully articulate the "As-Built" condition of the Project, and a "Certificate of Substantial Completion" (AIA Document G704) has been executed.**

15. The A-E shall testify, at the request of the PDB, Owner, or the AOC, in any judicial proceeding concerning the design and construction of the Project when requested in writing by those agencies or entities, and the A-E shall make available to the Owner any personnel or consultants employed or retained by the A-E for the purpose of reviewing, studying, analyzing or investigating any claims, contentions, allegations, or legal actions relating to, or arising out of, the design or construction of the Project. The A-E's fee for such service shall not exceed established rates for additional services under the contract.

16. Change Orders (AIA DOCUMENT G701 with Court of Justice Supplement):

a. General: Project Change Orders may increase, decrease, or cause no change in the cost of the Project. The total cost of all change orders, added to the Project costs, may not exceed the authorized budget of the Project. All documents shall be fully executed and signed by all required parties to be a recognized encumbrance to the Project. All Change Orders require the approval of the PDB, the AOC General Manager and the AOC Budget Director.

b. Policy: Change Orders shall not be used as a means to increase the cost and/or scope of approve Project. Change Orders shall only be considered to:

I. Correct unanticipated events and conditions beyond the control of the PDB, service providers, and/or contractors;

II. Correct unforeseen or unknown issues and/or conditions; and,

III. Make necessary modifications to increase efficiency or durability of primary and supporting facility components.

Change Orders shall not be used as a "second chance" design process by the PDB, its members, the A-E, CM, or Contractor(s). Due diligences is required throughout the design/bid procedures to minimize the potential for Change Orders during construction. Contingency funds shall not constitute a Change Order fund.

c. Duties and Responsibilities:

I. Change Requestors: Proponents of a proposed change order may be the PDB, GC, Code Enforcement Official, A-E, AOC, and/or CM. Other individuals/agencies may be recognized as proponents of change order requests with AOC General Manager approval. Change requestors shall submit all proposed changes to the A-E.

II. The A-E shall receive and promptly examine change requests from the requestor (the proponent), request additional information from the Change Requestor if necessary, and advise the AOC and PDB of the request. The A-E shall:

- i. Evaluate proposed Change Order impacts and costs, determine whether the proposed change(s) are acceptable for presentation to the PDB and ensure proposed costs are fair and reasonable, or reject the proposed change(s) based on documentation;
- ii. Complete a Project Change Order Supplement for AIA Standard Document G701 and G701/CMA (See Appendix E);
- iii. Provide all supporting and backup for all requests for material, labor, equipment, etc included in the Project Change Order; and,
- iv. Issue and collect required signatures for all authorized and approved changes.

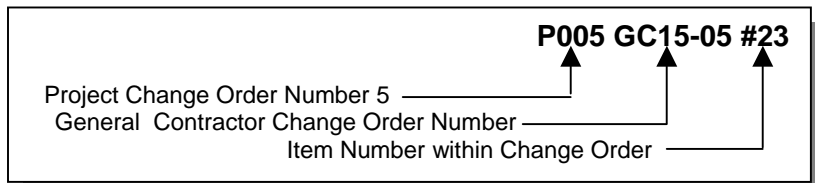
III. The AOC Budget Director shall certify, on the Change Order Supplement, that available and authorized funding is available for the Change Order request. Final approval by the AOC General Manager as detailed in the following paragraph is contingent on certification of available funds. In the event there are or shall be insufficient Project funds to complete a change order, which has the recommendation of the AOC General Manager may appeal back to the AOC Budget Director for final determination of alternate funding source availability.

IV. The AOC General Manager or his or her designee shall make the determination, at any point during the process, whether a change request is suitable and/or required and may grant final approval for the proposed change in whole or part, modify the change request, or reject the change request. To ensure compliance with AP Part X, the AOC General Manager may direct Change Orders without PDB approval, provided such change(s) does not exceed Project authorization.

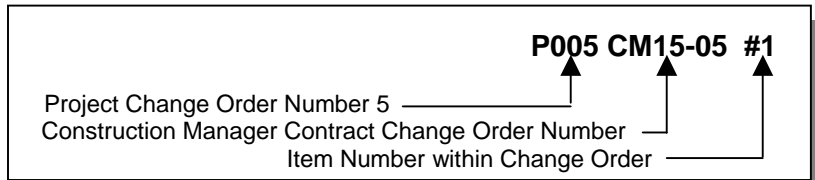
V. The CM shall assist the A-E in promptly examining change requests from the requestor (the proponent), request additional information from the Change Requestor if necessary, and advise the AOC and PDB of the request. The CM shall act with and or similar to the A-E to seek and execute a Change Order.

d. Change Order Documentation

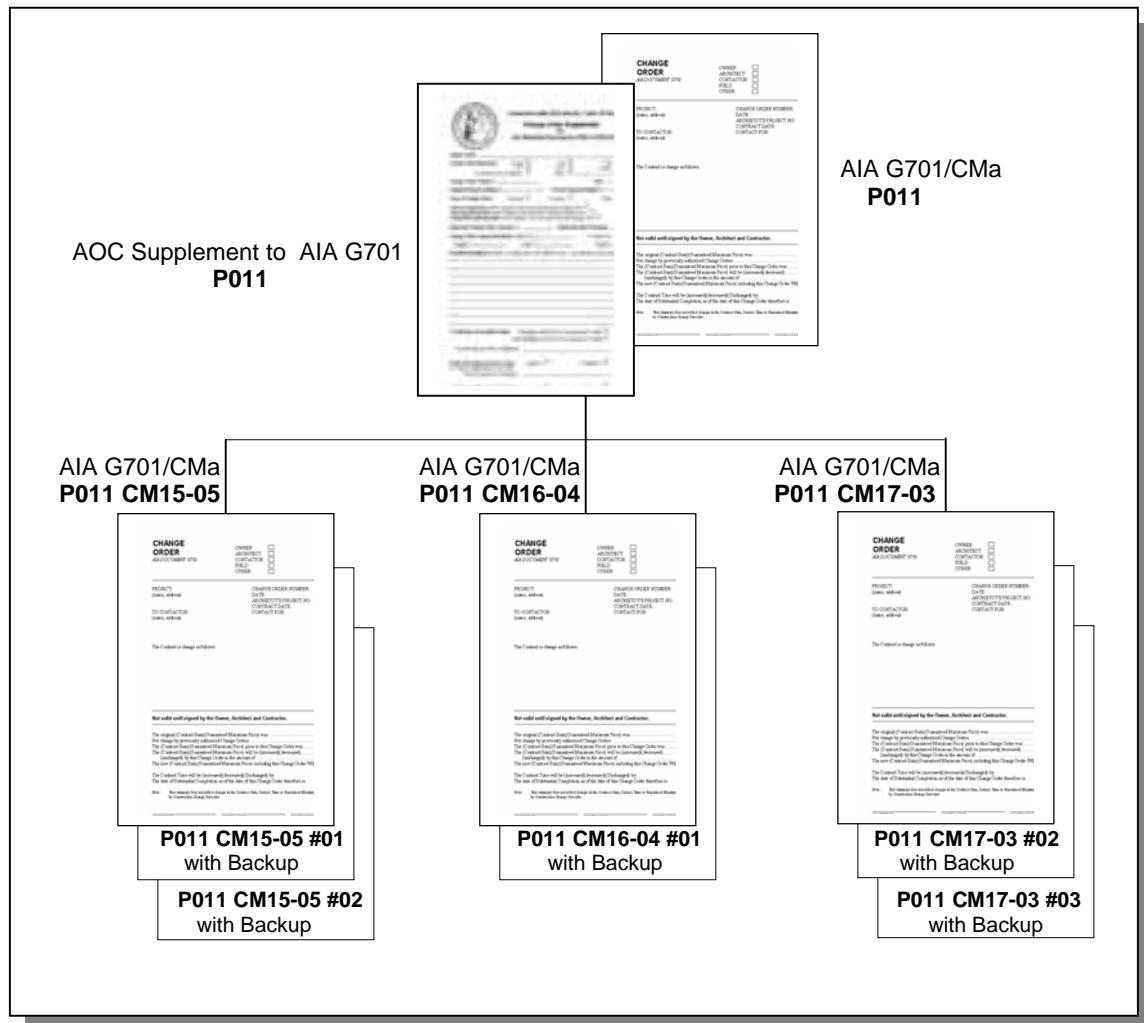
- I. General: Change Orders documentation for COJ Projects shall consist of General Contract Change Orders that includes the Project Change Order and Items within Change Order and Construction Management Change Orders which shall include Project Change Orders, Contract Change Orders, and Items (numbers) within Contract Change Orders.
- II. Project Change Orders: Project Change Orders are sequential numbers starting with 001 prefixed with a "P" to indicate a "Project Change Order." Example: **P005** (the fifth Project Change Order). This number is entered on the COJ Change Order Supplement to AIA Standard Documents G701 and/or G701C/Ma (See Appendix E).



**Figure 14-1 Example of General Contract Change Order Number**



**Figure 14-2 Example of Construction Management Contract Change Order Number**



**Figure 14-3 Hierarchy of Change Order Documents**

17. Errors, Omissions, Deficiencies, or Conflicts: The A-E shall, without additional compensation, promptly correct any errors, omissions, deficiencies, or conflicts in the work product caused by the negligent acts, errors or omissions of the A-E or its consultants, or both.

18. Modified or New Drawings and Specifications: Drawings and specifications, electronic or in print shall be provided to the AOC at any time upon request.

19. When Determined By the PDB to be in the Best Interest of the Project by a resident on-site inspector representing the A-E and the Owner's interest. The inspector shall be acceptable to both the PDB and the consultant and approved in writing by the PDB. The full-time inspector shall be employed by the A-E at a salary satisfactory to the A-E and the PDB for full-time on site inspection of the Project. In event of such requirement, the PDB shall direct the A-E as to when the services of the Resident Representative shall commence and when they shall terminate. The duties, responsibilities and authority of the Resident Representative shall remain consistent with the A-E contractual services for Phase D work. For such services a negotiated fee shall be agreed upon by the PDB and the A-E.

20. The A-E shall, upon the completion of the construction work, make final corrections to the drawings that incorporate all changes, revisions, shop drawings, warranties, operations manuals, etc. as furnished to the A-E by the Contractor made during the course of the Project so as to provide "record drawings" (and documents) for the Project, and shall furnish three (3) sets of such drawings and three (3) sets of Compact Diskette(s) to the Owner and the AOC General Manager within 30 days of the submission of the Substantial Completion Certification (AIA DOCUMENT G704): These sets of record documents shall show the reported location of the work and changes made during the construction process. Additionally, the sets shall contain all information necessary for the operations and maintenance of all installed equipment. Because these record documents are based on unverified information provided by other parties that will be assumed reliable, the A-E cannot warranty their accuracy. However, the A-E shall seek to hold contractors liable and responsible for the maintenance of accurate and timely data for the assimilation of accurate record drawings. Record drawings shall be maintained and updated monthly so as to avoid delays in payments and to accurately account for all "As-Built" conditions as the Project is constructed.

21. Payment for Services: As the A-E renders services under Phase D, upon approval by the PDB and the AOC General Manager, the Owner shall pay to the A-E 25% of the total Price for such services through monthly payments. Each monthly payment to the A-E for services under Phase D shall be that part of the 25% of the total Price applied to the value of the completed construction as determined by the Owner in approved certificates of payment to the Contractor. Monthly payments under Phase D shall be made less a 10-percent (10%) retainage, which will be released on the final payment. **Final payment to the A-E shall not be made until the PDB and the AOC General Manager has received the "record drawings", which are complete and fully articulate the "As-Built" condition of the Project, Operation and Maintenance Manuals, and "Certificate of Substantial Completion" (AIA Document G704).**

22. As the final action of Phase D service, the A-E shall, at no further charge, conduct a one-year warranty inspection of the Project to determine if remedial work is required to satisfy Project guarantees and warranties.

**E. Project Closeout:** Within 30 calendar days after COJ acceptance and occupation of the facility, the A-E and Contractors shall submit to the PDB and the AOC General Manager, a Memorandum of Record stating that either "all charges for work have been submitted and paid with regard to the (Project name) Project" or shall detail any and all invoices or statements of charges which are outstanding or have not been paid.

## 14-8 Meetings

**A. Required Meetings:** The A-E is responsible to facilitate and document all design and construction-related meetings.

1. Pre-Design Meeting: The A-E and his or her consultants shall confer with the PDB and the AOC General Manager to confirm their understanding of the Project's budget, purposes, concepts, desires, and requirements and to determine any specific preferences with respect to the systems and other elements of the Project within 15 days of the award of the design contract.

2. End of Design Phase Meetings: The A-E and his or her consultants shall confer with the PDB and the AOC General Manager to confirm their understanding of the review and comments at the end of each phase (A, B & C) of the design process.

3. Phase D (Construction) Design Phase Meetings: The A-E and his or her representatives and/or consultants shall attend all PDB and construction progress meetings. A-E shall ensure that minutes of these meetings are maintained.

4. Other Meetings: The A-E and his or her consultants shall confer with the representatives of the Owner, the PDB and the AOC General Manager, to conduct and/or attend meetings as required by the PDB and/or AOC or as necessary to expedite Project progress and/or to resolve A-E issues.

**B. Execution of Meetings and Minutes:** Meetings are intended to update persons and agencies involved in the Project and to provide information and discussion to make informed decisions. Meetings are not to be used as a forum to discuss issues that can/could be resolved between two persons or agencies.

1. Meeting Format:

a. Notification: At the earliest opportunity participants and observers of a proposed meeting shall be provided an agenda. The agenda shall include the following information, at a minimum:

- I. Date of Meeting;
- II. Meeting Start Time;
- III. Meeting Stop Time;
- IV. Location of Meeting (with map if necessary);
- V. Purpose of Meeting (e.g., Progress Meeting, Design Review, etc.);
- VI. Agenda (Issues to be addressed, in order of priority);
- VII. List of participants;
- VIII. List of observers; and
- IX. Contact person.

b. Agenda: A rigid agenda shall be established and published prior to a meeting. This agenda shall ensure that most critical issues are addressed first.

c. Facilitation: The A-E Service Provider shall facilitate all design-related meetings.

2. Minutes Format: A recorder who is familiar with design and construction means and methods shall be appointed for each meeting. After the meeting, the recorder shall drafts the Meeting Minutes.

3. Amendments of Minutes: Amended minutes shall be approved by the PDB with a majority of the PDB in attendance. A CM may only seek amended minutes after such official PDB determination at the following PDB meeting, with a full PDB vote, with the AOC General Manager in attendance.

#### **14-9 General Provisions for Design Service Providers:**

**A. Indemnity:** The A-E shall indemnify and hold harmless the PDB, Owner and the COJ/AOC from and against all liability, claims, loss, costs and expense, including defense costs, arising out of, or resulting from, the negligent acts, errors, or omissions of the A-E and its sub consultants. In the event the Owner is alleged to be liable on account of negligent acts or omissions, or both, of the A-E, the A-E shall defend such allegations and the A-E shall bear all costs, fees and expenses of such defense, including but not limited to, all attorneys' fees and expenses, court costs, and expert witness fees and expenses.

#### **B. Project Documents and Records:**

1. All documents and records (including photographs and renderings) relating in any manner whatsoever to the Project, or any designated portion thereof, which are in the possession of the A-E or the A-E's consultants, shall be made available to the PDB or the AOC General Manager or his or her representative for inspection and copying upon written request. Additionally, said records shall be made available in the requested format(s) and media, upon request by the PDB, to any state, federal or other regulatory authorities and any such authority may review, inspect and copy such records. Said records include, but are not limited to, all plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the Project, its design, and its construction. Submission or distribution of documents pursuant to this provision, to meet official regulatory requirements or for similar purposes in connection with the Project shall not be construed as publication in derogation of the A-E's reserved rights.

2. Said records expressly include those documents which reflect the records of expenses incurred by the A-E in its performance under this Contract. The A-E shall maintain and protect these records for no less than seven (7) years after final completion of the Project, or for any longer period of time as may be required by applicable law or good architectural practice.

**C. No Third Party Beneficiaries:** Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party.

**D. Successors and Assigns:** The Owner, PDB, COJ/AOC, and the A-E shall not assign their rights hereunder, excepting their right to payment, nor shall they delegate any of their duties hereunder without the written consent of the other party. Subject to the provision of the immediately preceding sentence, each party hereto binds itself, its successors, assigns and legal representatives to the other and to the successors, assigns and legal representatives of such other party. The Owner and A-E each binds him or herself, his or her partners, successors, legal representatives and assigns to the other party, to AP Part X, and to the partners, successors, legal representatives and assign of such party in respect to all covenants of the Contract. Upon written notification to the PDB, the A-E may assign a portion of his or her financial interest to a recognized financial institution for underwriting operations covered by the Owner-Architect Contract.

**E. Applicable Law:** Any lawsuit, legal action or legal proceeding arising out of any Contract relating to a Project shall be filed in Franklin Circuit Court in the Commonwealth of Kentucky, or in the United States District Court for the Eastern District of Kentucky, Frankfort Division, and the parties hereby submit to the jurisdiction of such courts for the purpose of any such suit, action, proceeding or judgement and waive any other preferential jurisdiction by reason of domicile or location. The parties hereby irrevocably waive any objection that they may now or hereafter have to the laying of venue of any suit, action or proceeding arising out of or related to this Contract brought in the Franklin Circuit Court or the United States District Court for the Eastern District of Kentucky, Frankfort Division, and also hereby irrevocably waive any claim that any such suit, action or proceeding brought in any one of the above-described courts has been brought in an inconvenient forum. In any such suit, action or proceeding, the parties agree that the laws of the Commonwealth of Kentucky shall apply. The parties agree that there shall be a one-year statute of limitations from the date of the Certificate of Final Completion of the Project or termination of this Agreement as provided herein, whichever shall first occur.

**F. Termination:**

1. Any contractor or service provider who is determined in writing by the Owner, the PDB and/or the AOC General Manager to be in breach of any of the terms and conditions of a contract regarding or affecting a COJ facility by such service provider, shall, at the discretion of the Owner, the PDB and/or the AOC General Manager, be declared in default and such contract and may be terminated as a result of such default.

2. A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to, failure to perform the contract according to its terms, conditions and specifications; failure to make delivery within the time specified or according to a delivery schedule fixed by the contract; late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency; failure to diligently prosecute the work under a contract for design (A-E), construction management or construction services.

3. The Owner and the Commonwealth shall not be liable for any further payment to an A-E Service Provider under a contract terminated for the Service Provider's default after the date of such default as determined by the Owner, PDB, and/or the AOC General Manager on or before the date of default and for which payment had not been made as of that date.

4. The Owner and/or the COJ shall be authorized to terminate for its own convenience all contracts for the procurement of supplies and services when the Owner (Owner), the PDB or the AOC General Manager has determined that such termination will be in the Owner's and/or COJ's best interests. When it has been determined that a contract should be terminated for the convenience of the Owner and/or the COJ and the AOC General Manager shall be authorized to negotiate a settlement with the Service Provider according to terms deemed just and equitable by the PDB and the AOC General Manager. Compensation to a Service Provider for lost profits on a contract terminated for convenience of the COJ shall not exceed an amount proportionate to the sum that the Service Provider's total expected margin of profit on the contract bore to the contract price, based on the total out of pocket expense incurred by the Service Provider as of the date of termination of the contract. Whenever a contract is terminated for the convenience of the Owner or the COJ, the contractor shall have the burden of establishing the amount of compensation to which he or she believes himself or herself to be entitled by the submission of complete and accurate cost data employed in submitting his or her bid or proposal for the contract, and evidence of expenses paid or incurred in performance of the contract from the date of award through the date of termination. Payment of the sum agreed to in settlement of a contract terminated for convenience of the COJ, shall be made from the same source of funds or account as the original contract.



**G. Ownership of Documents:** All documents relating to a Project including but not limited to plans, specifications, reports, photographs, renderings, are the sole property of the Owner, whether or not the work for which they are made be executed. Use of the plans and specifications shall be in accordance with KRS Chapter 323 and KRS Chapter 322, and for any use not in connection with this Contract, shall be only with the written authorization of the A-E.

**H. Minimum Insurance Requirements:**

1. The A-E shall maintain the following or equivalent insurance policies at no less than the limits shown below and cause its subconsultants to maintain like insurance with limits acceptable to the COJ. Insurance policies and/or certificates shall identify the Owner as the insured on all A-E and Consultant insurance policies.

<i>Coverage</i>	<i>Limits</i>
<b>Professional Liability</b>	\$1 million per occurrence, \$2 million aggregate
<b>General Liability (Finance and Admin. Cabinet Insurance Services Form CG 00 01)</b>	\$1 million per occurrence, \$2 million aggregate
<b>Worker's Compensation</b>	Statutory
<b>Employer's liability</b>	\$ 500,000.00

2. Under Certain Circumstances, as determined by the AOC General Manager, the PDB may require, due to consideration of Project size and risk versus reward analysis, the A-E Service Provider to provide insurance coverage over the above the described standards. Such additional insurance coverage shall be negotiated and agreed upon as fair for all parties. Also, additional insurance coverage may be required by the Owner as an additional service and/or Project specific coverage policies when deemed appropriate and necessary during the A-E Contract final negotiations.

**I. Materials and Equipment:** The A-E shall only prepare specifications that clearly establish the type and quality of materials/equipment, or application of each item in the Project, without writing a closed specification, and shall prepare them in a manner which encourages competitive bidding.

**J. Solicitation and Hiring of State Employees:** It is agreed by and between the parties hereto that the A-E shall observe the rule of State Government and shall not solicit or employ State Employees in conjunction with his work under the Contract without the approval of the head of any department from which employees are sought to be obtained, nor without the approval of the PDB.

**K. Conflict of Interest and Non-Collusion Policies and Principals:** By his or her signature on the Owner-Architect Contract (Agreement), the A-E certifies that it is legally entitled to enter into this contract with the Commonwealth of Kentucky, and by holding and performing this contract shall not be in violation of AP Part III, Court of Justice Personnel Policies. Additionally, the A-E shall sign and submit to the PDB a COJ Non-Collusion Affidavit as identified in AP Part X, Section I, Appendix C, prior to approval of any and all contracts.

**L. Owner's Representative:** For the purpose of the Owner-Architect Contract, the PDB, is hereby designated as the representative of the Owner with full authority to act in all matters pertaining to this Contract for and in the name of the Owner, and may delegate such authority to such other representatives of the AOC the PDB deems in the best interest of the Owner and COJ, for the proper administration of the Project.

## Chapter 15. Uniform Standards for the Payment and Bonding of General Construction Contractors and Construction Management Service Providers

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### 15-1 General:

The Owner shall pay to the General Contractor or the Construction Management Service Provider, if authorized in accordance with this Chapter of COJ AP Part X for the construction service rendered on a periodic basis as herein defined, upon recommendation of the PDB, and approval of the AOC General Manager. General Contractors and Construction Management Service Providers are paid with Project Funds as defined in the Program Document. All requests for payments shall be submitted to the Project Development Board on an Invoice prescribed by the AOC as AIA Standard Document G702 and G703.

### 15-2 Payments to General Contractors:

**A. Compensation:** For Projects utilizing General Contractors: The General Contractor shall receive progressive payments for the work, as detailed in Chapter 17 of AP Part X, which has been reviewed and authorized for progressive payment by the A-E, and submitted for payment approval to the PDB. The PDB shall approve and submit to the Owner and Project Trustee for issuance of the payment from Project Funds.

#### **B. Payments for Construction Services:**

1. Mobilization and Setup: Upon mobilization, in part or whole, of a General Contractor on the Project site, certain costs associated with mobilization may be authorized for payment. Itemized invoices shall be submitted to the PDB for approval, with the first progressive payment application period. Invoiced items may include items identified by the Contract Documents and specifications, which may include but is not limited to the following items.

- a. Insurance,
- b. Utility Hookups,
- c. Utilities consumed,
- d. Construction site barriers (fencing),
- e. Signage,
- f. Site office, and
- g. Administrative expenses.

2. Construction: During the period in which construction is executed the General Contractor shall prepare an invoice for the percentage of project completion during each calendar month. This invoice shall be tendered to the A-E for verification of completed work and shall be forwarded to the PDB for payment, less ten-percent (10%) retainage.

3. Reduction of Retainage: General Contractor Projects: Upon request of the GC and verification by the A-E and approval from the PDB and the AOC General Manager. The project retainage may be reduced to five percent (5%) if the contract has been 75% completed and is fully functional prior to 75% project completion and is meeting critical path schedule events. Reduction of retainage otherwise shall be in accordance with the A-E contract documents.

4. Upon completion of work the General Contractor shall make final corrections on the Record Set of Drawings, incorporating all changes and revisions made during the progress of the work, so as to provide the A-E with the "Record Drawings" of the Project, subject to Paragraph (a) above. **Final payment(s) to the A-E Service Provider, General Contractor, and/or other Construction Service Provider sub-contractor shall not be made until the PDB and the AOC General Manager have received the following: (a) "record drawings" which are complete and which fully state and document the "As-Built" condition of the project; (b) Operations and Maintenance Manuals; (c) a "Certificate of Substantial Completion" (AIA Document G704); (d) Release of liens and Consent of Surety to Release Final Payment; and (e) any other close out documents and procedures required of the A-E Contract Documents.**

### **15-3 Payments to Construction Management Service Providers:**

**A. When Authorized:** Construction Management (CM) services may be utilized on projects with construction budgets that exceed \$3,000,000 if approved and selected by the PDB in accordance with Chapter 16 of AP Part X. CM Services may be used provided the CM accepts the condition of competing for the project in a CM package bid format verses true general contract lump sum bid, and/or CM at risk for GPM after receipt of bids.

#### **B. Base Construction Management Service (CM) Fees:**

1. Any and all funding for Construction Management Services shall be obtained from the construction portion of the project's budget.

2. If Construction Management Services are utilized, the total construction portion of the project budget shall be reduced by the amount stipulated by Table 15-1 as the CM fee.

3. The amount stipulated in Table 15-1 or Construction Management Services is inclusive of all Construction Management costs, provided that the construction budget is not exceeded. Therefore, the fee for Construction Management services shall not be guaranteed, but shall be the maximum amount earnable by a Construction Management Service provider from the established construction portion of the project's budget.

## Commonwealth of Kentucky Court of Justice

### Uniform Standards for the Maximum Payment for Construction Management Services

Project Construction Budget			Maximum Percent	Maximum Extended Service Fee*
\$3,000,000	and under	\$4,000,000	7.00	0.00167
\$4,000,000	and under	\$7,000,000	6.50	0.00153
\$7,000,000	and under	\$10,000,000	6.25	0.00143
\$10,000,000	and under	\$15,000,000	5.75	0.00123
\$15,000,000	and under	\$25,000,000	4.50	0.00100
\$25,000,000	and under	\$50,000,000	3.75	0.00083
\$50,000,000	and Over		3.00	0.00050

**Table 15-1 Uniform Standards for the Maximum Payment for Construction Management Services**

\* Note: In the event Phase D is extended beyond approved construction and/or critical path schedule, whichever is longer, through no fault of the CM, the AOC General Manager and AOC Budget Director may authorize additional compensation for the extended period if and only if project funds remain unobligated. The maximum applicable factor in the column titled Maximum Long Duration Factor is multiplied by the current CM Phase D services total amount to determine the maximum calendar day authorization.

#### **C. Payments to Construction Management Service Providers:**

1. The CM shall be paid service fees during the Design Phase A through C concurrent with payments made to the A-E in accordance with this section.
2. Upon completion of Phase A work by both A-E and CM, (completion is defined as the PDB's written authority to proceed to the next phase), the Owner shall pay to the CM two percent (2%) of the total estimated Construction Management fee.
3. Upon completion of Phase B work by both A-E and CM, (completion is defined as the PDB's written authority to proceed to next phase), the Owner shall pay to the CM two percent (2%) of the total estimated Construction Management fee.
4. Upon completion of Phase C work by both A-E and CM (completion is defined as the PDB's written authority to proceed to next phase) and the bids having been received, the Owner shall pay to the CM three percent (3%) of the total estimated Construction Management fee.

5. Upon completion of Phase C and with the CM in receipt of all bids and the bid tabulation assembled to illustrate the best bid / low bid status of the project, the CM may be entitled to continue with the project and receive the Phase C payment for the continued CM service as CM at risk for GMP, if the project best bid / low bid is the bid package assembly; or the CM shall be required to accept the termination of the CM service and accept final payment for services to date, if the project best bid / low bid is a lump sum General Contract bid. Under either condition as approved by the PDB, the Owner shall pay to the CM a sum not to exceed seven percent (7%) of the CM fee based on the low bid price, less amounts previously paid under Phases A / B, CM services. For projects valued at over \$9,000,000 the A, B, and C phases for CM service shall not exceed six percent (6%) of the CM Fee based on the low bid price, less amounts previously paid under Phases A / B, CM services.

6. Project Construction Phase D: When written authority to proceed to Phase D is received by the CM, the Owner shall agree to pay partial progressive payments proportionate to the percent of the project completion. Pay periods shall be thirty days minimum. Phase D Payments shall have ten-percent (10%) retainage withheld on all accrued billing amounts.

7. Extended Services Due to Extended Construction Time: In the event Phase D is extended beyond twenty months for projects, or beyond the critical path identified construction completion date (schedule), whichever is greater, with construction costs less than \$15,000,000 and twenty-four months or beyond the critical path identified construction completion date (schedule), whichever is greater for projects with construction costs greater than \$15,000,000 through no fault of the CM, the AOC General Manager of Facilities may authorize additional compensation for the extended period. The CM shall identify to the PDB and AOC General Manager of Facilities those contractors and circumstances which have caused the delay of construction completion and shall provide specific and detailed reasons why CM's construction schedule was not accomplished. The maximum applicable factor is detailed in Table 15-1 (above) Uniform Standards for the Payment of Construction Management Services in the column titled Maximum Long Duration Factor. This shall be multiplied by the current CM Phase D services total amount to determine the maximum calendar day authorization.

8. Documentation of Construction Delays: The CM shall prepare and document Critical Path Schedules and construction progress throughout the project period. The CM shall monitor and assess delays to all contractors' schedules and document circumstances and events that adversely affect the critical path construction schedule. Failure to properly document delays and other deviations to the schedule shall negate any authorized extended services. The CM shall identify and notify contractors on a monthly or concurrent basis of their schedule obligations, delays, and any resulting financial liabilities. In a critical path schedule of construction, financial liabilities, in the form of liquidated damages, shall be assessed to the responsible contractors at the time of the delay by the CM. A Critical Path Schedule shall be established for all construction events and monitored as required to protect the interest of the Owner.

9. Final payment(s) to the Construction Manager shall not be made until the PDB and the AOC General Manager of Facilities have received the following: (a) "record drawings" which are complete and fully state the "As-Built" condition of the project; (b) Operations and Maintenance Manuals; (c) a "Certificate of Substantial Completion" (AIA Document G704); (d) Release of liens and Consent of Surety to Release Final Payment; and (e) and any other close out documents and procedures required of the A-E Contract Documents.

## **15-4 General Contractor and Construction Manager Service Provider Bonds:**

### **A. Required Bonds:**

1. Over \$25,000: Every contractor with a proposed contract for services exceeding \$25,000 shall, prior to the award of such contract, give a bond or bonds to the Owner as obligee, in a form satisfactory to this COJ AP Part X, executed by a surety company authorized to do business in the Commonwealth of Kentucky, and in a penal sum equal to one hundred percent (100%) of the contract amount, as it may be increased, the conditions of which shall bind the contractor, as principal, and the surety to the performance of the contract according to the terms, conditions, and specifications of the contract, and in any changes or modifications thereto, and to the payment of all costs for labor, materials, equipment, supplies, taxes, and other proper charges and expenses incurred or to be incurred in the performance of the contract.

2. Under \$25,000: Every contractor with a proposed contract for construction services costing \$25,000 or less shall, prior to the award of the contract, give bond to the Commonwealth of Kentucky, as obligee, as provided in Paragraph A (1) of this section, when required by the terms of an Invitation for Bids issued pursuant to KRS 45A.080, or an advertisement and solicitation for proposals for competitive negotiations pursuant to KRS 45A.085 and 45A.090. The AOC General Manager may waive this bond requirement.

3. Additional bonding requirements are defined and described in other related sections of this AP Part X. The most stringent requirements of this Rule shall be adhered to by the Surety Bonding Provider to protect the Taxpayers of the Commonwealth of Kentucky investment in these COJ Projects.

**B. Bond Obligee:** The provisions of Paragraph A of this section notwithstanding, every contractor with a contract and/or purchase order for providing commodities, supplies, equipment, or services to a Commonwealth of Kentucky COJ project(s) shall give bond to the Owner, as obligee, with surety satisfactory to the Administrative Office of the Courts (AOC), in a penal amount of 100 percent of the contract price, or an amount to be determined by the PDB and AOC General Manager as sufficient to assure faithful performance of the contract according to its terms.

**C. Failure to Give Bond:** A contract shall not be awarded to any contractor who fails or refuses to give bond to the Owner, as required by KRS 45A.190 AP Part X.

**D. Declarations of Default:** A contractor may be declared in default of his contract with the Local Agency for COJ projects and his or her bond forfeited when it is determined by the Local Agency (Owner), the PDB, or the AOC General Manager that the contractor is in breach of the terms and conditions of the contract, including contracts for design, construction management services or construction services, failure to make timely payment of bills for labor, materials and supplies as evidenced by liens filed against the construction fund, by laborers and suppliers pursuant to KRS 376.195 to 376.260, or by letters of indebtedness filed with the local agency evidencing that these bills are due and have not been paid by the contractor.

### **E. Form of Performance and Form of Bond:**

1. The form of performance and payment bond required to be given by contractors pursuant to Paragraphs A and B of this section, including the terms and conditions of the performance and payment bond, together with any revisions as may from time to time be made in such bond, incorporated by reference as an administrative regulation pursuant to 200 KAR 5:020. The form of bond shall be applicable to and included in all contracts for construction services when required by KRS 45A.190 and the aforementioned administrative regulation provided, however, that such bond form may be modified, or different terms substituted, or other terms added, when, in connection with a particular procurement, it is determined in writing by the purchasing officer that the modification,

substitution, or addition of terms is reasonably required for the procurement in the best interest of the Commonwealth of Kentucky.

2. The form of bond required to secure the performance of all other contracts for procurement shall be the standard AIA form of performance or payment bond. Bonding shall only be acceptable when listed in good standing with the Kentucky Insurance Department. Surety shall present evidence of current financial rating and references of commitment to ensure the people of the Commonwealth against default of the insured. No surety shall have the authority to transfer, sale, or assign in any way their surety of the project. Bonding shall only be issued by surety companies authorized to do business in the Commonwealth of Kentucky, together with the additional terms as may be required by the purchasing agency and agreed to by the surety.

**F. Bond Default:** The conditions and requirements of the original contract(s) shall be met by the original bonding company(ies), regardless of whether the bonding company must utilize numerous design service providers. Any contract tendered by a bonding company shall be in accordance with AP Part X and shall include all conditions and requirements of the original contract. Language, requirements, and conditions contrary to COJ AP Part X in any new "contract" shall not be permitted. Bonds for any project shall be issued on AIA forms, not the "bonding companies form". The bonding company shall issue new bond certificates equal to the original bond amount on the new service providers to validate and ensure continued surety of the contract.

## Chapter 16. Construction Management Services Procurement and Management

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### 16-1 General:

**A.** For CM with approved construction budgets greater than \$3,000,000, the PDB may elect to select and employ a pre-qualified, fully-bonded, at-risk CM for the construction project at no further cost to the design or construction budget.

**B.** The selection of a CM shall not limit the PDB or the AOC General Manager from exploring the option and procurement of a GC-executed option. The PDB or the AOC General Manager may require that construction bid documents contain provisions for the use of a General Contractor during the construction phase of the project.

**C.** A CM for COJ Projects shall work with the A-E throughout the Design Phases of the project in order to ensure a more efficient, in terms of construction methods, design. Throughout the design and construction process the COJ requires that the A-E, CM, and construction services providers use standard AIA documents. Any standard AIA Document utilized for a COJ Project shall include any and all provisions, amendments, or supplements contained in AP Part X, Section 1.

### 16-2 Description of Construction Manager:

**A. Mandatory Qualifications:** CMs shall possess the following qualifications:

1. A minimum of five (5) years CM experience with the professional CM standards described by the American Institute of Construction, or the Construction Management Association of America, and/or be a member of either organization; and,
2. A completed COJ A-E and Related Services Questionnaire, submitted to the PDB, for Projects on which the CM or CM firm has performed as a CM; and,
3. The capability to obtain and possess Professional Liability Insurance and Bonding pursuant to AP Part X, Section 1, Chapter 16; and
4. Adequate administrative staff.

**B. Optional Qualifications:** At the discretion of the PDB, CMs may be required to possess any or all of the following qualifications:

1. A minimum of three (3) years CM experience with construction costs greater than \$3,000,000; and,
2. Possess an adequate general trades workforce, as defined by the PDB; and,
3. Possess adequate construction-related equipment as defined by the PDB; and
4. Possesses adequate professional staff to perform preconstruction, construction, and post-construction (close out) related services; and,



5. Possesses adequate electronic and computerized support services used for reporting and project monitoring; and,
6. Provides adequate information to prove a high percentage of Projects were delivered on-time and under-budget for previous municipal Projects.

### **16-3 Construction Management (CM) Services Procurement:**

#### **A. Solicitation for Qualified CM:**

1. Non-Concurrent Construction: The PDB shall, at their discretion, advertise through direct mailing and public notice, in a minimum of one (1) major daily newspaper and one (1) local newspaper an announcement that a Court Facility shall be designed and constructed. At a minimum, the Public Notice shall be published in the Louisville Courier-Journal and or the Lexington Herald Leader and the County's "Legal Newspaper." See Figure 16-1 for sample Public Notice. In addition, publication in a minority publication, which would expand the coverage for contractor solicitation of a project, is encouraged.

2. Concurrent Construction: The PDB may elect to solicit services from a single CM successfully managing an existing COJ project in order to obtain economy of size and volume benefits. The AOC General Manager may approve the selection of a concurrent CM. Should immediate CM services be required for a project for reasons including, but not limited to, the termination of an existing CM, or abandonment of a project by a CM, the PDB may, with approval from the AOC General Manager, procure services of a CM who is currently and successfully providing services for another COJ Project without having to execute the selection process herein described.

#### **B. Solicitation for CM Proposals:**

1. "Most Qualified" CM's: The PDB shall at their discretion solicit for CM Proposals and evaluate the questionnaires and select a minimum of three (3), but not greater than six (6), CMs which it has determined to be "Most Qualified" for interviews. The Solicitation invites CM s to submit a Court of Justice CM Services Questionnaire on a form prescribed by the AOC; and, a letter expressing interest in competing for a contract to execute the project's design services.

Figure 16-1 Sample Advertisement for Construction Management Services on following page.

**ADVERTISEMENT  
FOR  
CONSTRUCTION MANAGEMENT SERVICES**

The (County Name) County Board proposes to construct a new Judicial Center to be located in (City Name), KY. The PDB invites interested Construction Management firms to submit a Court of Justice Construction Service Provider Questionnaire and a letter of interest to the Office of the (CJE Name) (County Name) County, (Mailing Address), KY (Zip Code). Proposals shall be returned to the address above no later than (Month/Day/Year), (Time). Proposals received after this date and time shall not be considered.

The questionnaire and related proposal requirements may be requested, or obtained, from the office of (CJE / Owner Name), as noted above, by either pick up or mail, or may be requested from (General MGR's Name), AOC General Manager Facilities, Administrative Office of the Courts, 100 Millcreek Park, Frankfort, KY 40601-9230.

**Figure 16-1 Sample Advertisement for Construction Management Services**

2. "Walk-On" CM's: Provided the PDB does not select six (6) "Most Qualified" CMs, the PDB shall select a minimum of one (1) but no greater than three (3) CM Service Provider's, who were deemed as "Qualified" but not deemed as "Most Qualified," to present their presentation. The PDB shall be limited to no greater than a total of six (6) presentations.
3. Concurrent Project CM's: The PDB may solicit from any and all CM's who are successfully managing existing COJ construction projects under budget and ahead of schedule. The verification and determination of "successful" CM's shall be through the AOC General Manager.
4. The PDB shall forward a copy of the Program Documents and any special instructions to the "Most Qualified" and any "Walk-On" CM providers and invite them to submit, in presentation form, their proposal(s). These proposals shall include, but are not limited to:
  - a. Verification that the CM understands program budget and scope limits; and
  - b. Proposed Schedule of Work, in chronological order, depicting the number of days anticipated for the various phases and components of construction work; and
  - c. Proposed schedule of Bid dates for major construction components; and
  - d. Proposed list contractors and subcontractors (subject to approval by the PDB).
5. The CM's proposal presentation to the PDB shall not exceed one-half (1/2) hour in length. The PDB shall allow a minimum of two (2) weeks, but no more than one (1) month for the solicited CMs to prepare proposals, concurrently with the selection process for the A-E.

### **C. Selection of Project CM:**

1. The PDB shall schedule sufficient time for the solicited CM to make his or her presentation of proposals. Each CM presentation shall be strictly limited to one-half (1/2) hour.
2. The PDB shall evaluate the proposals and select the CM submitting the best solution(s) for the Project location.
3. The PDB shall prepare and forward to the Chief Justice a recommendation for consideration and approval of procurement project design services from the CM with the best solution.

**D. Procurement of CM Services:** The Owner which shall/will own the facility may enter into a contract with the selected CM upon receipt of written authorization from the AOC General Manager. The Owner shall use the Standard Form of Agreement Between the Owner and CM where the CM is a Constructor (AIA Document A121/CMc) with an amendment stipulated that the Agreement shall be executed in compliance with this COJ AP Part X., Section I. as the legal contractual instrument between them and the CM Service Provider. The amendment text for the Contract Document is detailed in Appendix E. This is an "At-Risk, Guaranteed Maximum Price" CM contract.

**16-4 Construction Manager Duties and Responsibilities:** The Construction Manager for Court of Justice CM shall execute the following:

**A. Design Assistance:** Construction Managers assist the A-E in the preparation of Phase A, Phase B, Phase C, and Phase D Design Services,

**B. Bid Documents:** Construction Managers shall prepare Bid Documents regarding all construction activities and bid packages,

**C. Contractors and Sub-Contractors:** Construction Managers shall ensure that the applicable provisions detailed in Chapters 16 and 18 of this section of COJ AP Part X are followed;

**D. Reviews of Drawings and Specifications:** The CM regularly reviews engineering and architectural drawings and specifications to monitor progress and ensure compliance with plans and specifications. They track and control construction costs to avoid cost overruns,

**E. Verification of Construction Budgets and Costs:** The CM shall, during the design process, verify and reconcile construction budgets and costs prior to progressing from one phase of design to the next phase of design. Authorization to proceed to subsequent phase(s) of design shall be contingent on successfully meeting and reconciling the project construction budget,

**F. Cost Overruns:** The CM shall immediately notify the PDB and the AOC General Manager should any potential for cost overrun be identified,

**G. Daily Construction Activities:** CM shall ensure adherence to plans and specifications, safety, high quality workmanship (quality control), and make decisions regarding daily construction activities at the job site,

**H. Construction Planning and Supervision:** The CM shall plan and supervise the construction activities of the project which includes the responsibility for the planning and coordination of all manpower, equipment, materials, supplies, and sub-contracted services, toward the property, with quality workmanship, completion of the work on schedule with approved drawings, specifications, cost limitations, and quality standards.

**I. Liaison Responsibilities:** The CM shall liaise with the consultants and/or sub-contractors at each stage of the work to ensure proper compliance with all technical aspects of the contract through both individual contacts and coordination meetings.

**J. Meeting Requirements:** The CM shall meet regularly with the PDB, AOC staff, the A-E and other design professionals, contractor, and subcontractors to monitor and coordinate all phases of the construction project (See Paragraph 16-6 below).

**K. Management Responsibilities:** The Construction Manager or job Superintendent must possess and/or execute:

1. Knowledge and payment of actual costs; and,
2. Direct control of Subcontractors and Material Suppliers; and,
3. Direct control of construction and material delivery schedules; and,
4. Negotiations directly with Subcontractors if changes in the work are authorized or if unforeseen conditions are discovered; and
5. Minimize the threat of liens by paying subcontractors and material suppliers directly; and,
6. Knowledge of Owners and Contractors rights and obligations during the building process and proper transferring of risk.

**L. Coordination and Problem Resolution:** CM shall possess and demonstrate the ability to coordinate several major activities at once, must resolve the problems which occur during construction, and must constantly apply a "Time is of the essence" policy,

**M. Communication Skills:** CM shall execute good oral and written communication skills. Based upon direct observation and reports by subordinate supervisors, managers prepare and, if required, present weekly reports of progress and requirements for labor, material, and machinery and equipment at the construction site. Additionally, they shall produce necessary correspondence and maintain project records. CMs are specifically responsible for developing and maintaining "Record Drawings,"

**N. Working Relationships:** CM shall work to establish and maintain good working relationships with many different people, primarily the AOC, Construction Superintendent(s), the A-E, supervisors, subcontractors, and craft workers,

**O. Supervisory Personnel:** CM shall maintain an adequate number of supervisory personnel on the project work site during the hours that work is performed. Supervisory personnel, including but not limited to job superintendents, project managers, and construction managers may not be reassigned from a project without the written consent of the PDB and the AOC General Manager.

**P. Scope of Services:** In addition to the other items detailed in this Chapter, the following matrix (Figure 16-2) defines specific duties and responsibilities.

Figure 16-2 Construction Responsibilities on following page.

	Provided By			
	Construction Manager	Other Contractor(s)	Owner/PDB/AOC	Architect-Engineer
<b>On-Site Construction Services</b>				
CM Superintendent Services	●			
Quality Control <u>1/</u>	●	●	●	●
Adherence to Const. Docs. <u>2/</u>	●	●		▲
Trade Superintendent Services		●		
Trades Coordination	●	●		
Scheduling	●	●		▲
Field Engineering	▲	●		
Time Keeping	▲	●		
Shop Drawing Reference File	●	▲		▲
Record Drawings	●	●		●
Safety Program <u>3/</u>	●	●		
Environmental Protection <u>3/</u>	●	●		
Independent Surveyor			●	

1/ CM has responsibility for the oversight and enforcement of project construction quality control.

2/ CM has responsibility for the oversight of all working entities' adherence to construction documents and guidance from A-E(s) that all work is fully compliant with applicable codes and laws.

3/ CM has responsibility for site OSHA compliance and environmental protection. Contractors shall ensure their work/workers are in compliance with applicable codes and laws.

● Primary Responsibility	▲ Assists in Task
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~ Figure 16-2 continued on following page ~

	Provided By			
	Construction Manager	Other Contractor(s)	Owner/PDB/AOC	Architect-Engineer
<b>Off-Site Construction Services</b>				
Principal in Charge	●	●		▲
Project Management	●	●		▲
Labor Relations Coordination	▲	▲	●	
Scheduling	●	●		▲
Direct Purchase Orders	●			▲
Accounting	●			
Expediting	●			▲
Change Order Review	▲	●		▲
Shop Drawing Submittal	▲	●		
Shop Drawing Review	▲	●		●

	Provided By			
	Construction Manager	Other Contractor(s)	Owner/PDB/AOC	Architect-Engineer
<b>General Requirements</b>				
CM Field Office and Utilities	●			
Temporary Toilets		●		
Temporary Heat		●		
Temporary Electric Power		●	▲	
Temporary Water		●	▲	
Temporary Barricades & Rails		●		
Temporary Fencing		●		
Periodic Cleanup		●		
Rubbish Removal		●		
Water Removal		●		
Building Trades Permits		●		
Testing	▲	●		
Weather Protection		●		

● Primary Responsibility

▲ Assists in Task

~ Figure 16-2 continued on following page ~

General Requirements – continued	Provided By			
	Construction Manager	Other Contractor(s)	Owner/PDB/AOC	Architect-Engineer
Utility Company Coordination		●		
Jobsite Signs	●	●		
Watchman/Security <u>4/</u>		●		
Building Permit(s)	▲		●	
Certificate of Occupancy	●	▲		
Builder's Risk Insurance	▲		●	
Progress Photographs <u>5/</u>	●			
Cert. of Substantial Completion	●	●	●	●

4/ If authorized by AOC General Manager.

5/ Digital Photographs.

● Primary Responsibility	▲ Assists in Task
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**Figure 16-2 Construction Responsibilities**

#### **16-5 Construction Management (CM) Service Provider Representation and Warranties:**

**A. Qualifications:** The CM shall be professionally qualified to act as the CM for the Project and shall be licensed to practice, if applicable, by all public entities within the Commonwealth of Kentucky having jurisdiction of the CM and the Project.

**B. Licenses, Permits, and Authorizations:** The CM shall maintain all necessary licenses, permits, and other authorizations necessary to act as CM for the Project until the CM duties hereunder have been fully satisfied.

**C. Project Familiarization:** The CM shall become totally familiar with the Project site, the local conditions, the COJ AP Part X, Section II Facilities Criteria, Part III, Court Facilities Design and Construction, and the scope of work under which the Project shall be designed, constructed, and operated.

**D. Professionalism:** The CM shall exercise the highest standards of care and skill professionally exercised by members of the same profession currently practicing under similar conditions in preparing all documents required by this Contract including but not limited to all relevant contract documents and shall exercise usual and customary professional care to conform and comply with all applicable rules of administrative procedure, law, codes, and regulations in effect at the time of the preparation and execution of the construction process.

**E. Assumed Responsibility:** The CM assumes responsibility to the Owner and the Court of Justice for the identification of negligent acts, errors, and omissions of its contractors or subcontractors for construction and professional services within the project's scope of work.

## **16-6 Meetings**

**A. Required Meetings:** The CM is responsible to facilitate and document all construction-related meetings.

1. Pre-Construction Meeting: The CM and his or her primary subcontractors shall confer with the A-E Service Provider, the PDB, and the AOC General Manager to confirm their understanding of the project's budget, purposes, concepts, desires, requirements (Program) and time-table (schedule of construction activities) prior to initiating construction activities.

2. Monthly Progress Meetings: The CM and his or her subcontractors, as applicable and necessary, shall confer with the A-E, the PDB, and the AOC General Manager to report the progress and status of the CM and to address any special conditions or issues that have occurred or are anticipated.

3. Other Meetings: The CM and his or her subcontractors, as applicable, necessary, and/or as requested by the CM, A-E Service Provider, the PDB, and/or the AOC General Manager, shall confer with the PDB and/or the AOC General Manager to address issues, special conditions, or anticipated issues or conditions.

**B. Execution of Meetings and Minutes:** Meetings are intended to update persons and agencies involved in the project and to provide information and discussion to make informed decisions. Meetings are not to be used as a forum to discuss issues which can/could be resolved between two persons or agencies.

### **1. Meeting Format:**

a. Notification: At the earliest opportunity participants and observers of a proposed meeting shall be provided an agenda. The agenda shall include the following information, as a minimum:

- I. Date of Meeting.
- II. Meeting Start Time.
- III. Meeting Stop Time.
- IV. Location of Meeting (with map if necessary).
- V. Purpose of Meeting (e.g, Progress Meeting, Design Review, etc.).
- VI. Agenda (Issues to be addressed, in order of priority).
- VII. List of participants.
- VIII. List of observers.
- IX. Contact person.



b. **Agenda:** A rigid agenda shall be established and published prior to a meeting. This agenda shall ensure that most critical issues are addressed first.

c. **Facilitation:** The A-E Service Provider shall facilitate all design-related meetings.

2. **Minutes Format:** A recorder who is familiar with design and construction means and methods shall be appointed for each meeting. After the meeting the recorder drafts the Meeting Minutes.

3. **Amendments of Minutes:** Amended minutes shall be approved by the PDB with a majority of the PDB in attendance. A Construction Manager may only seek amended minutes after such official PDB determination at the following PDB meeting, with a full PDB vote, and with the AOC General Manager in attendance.

#### **16-7 General Provisions for Construction Management (CM) Service Providers:**

**A. Indemnity:** The CM shall indemnify and hold harmless the PDB, Owner and the COJ from and against all liability, claims, loss, costs, and expense, including defense costs, arising out of, or resulting from, the negligent acts, errors, or omissions of the CM. In the event the Owner is alleged to be liable on account of negligent acts or omissions, or both, of the CM, the CM shall defend such allegations and the CM shall bear all costs, fees, and expenses of such defense, including but not limited to, all attorneys' fees and expenses, court costs, and expert witness fees and expenses.

#### **B. Project Documents and Records:**

1. **All documents and records** (including photographs and renderings) relating in any manner whatsoever to the Project, or any designated portion thereof, which are in the possession of the A-E or the A-E's consultants, shall be made available to the PDB or the AOC General Manager or his or her representative for inspection and copying upon written request. Additionally, said records shall be made available in the requested format(s) or media, upon request by the PDB, to any state, federal, or other regulatory authorities and any such authority may review, inspect, and copy such records. Said records include, but are not limited to, all plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the Project, its design, and its construction. Submission or distribution of documents pursuant to this provision, to meet official regulatory requirements or for similar purposes in connection with the Project, shall not be construed as publication in derogation of the A-E's reserved rights.

2. **Said records expressly include** those documents which reflect the records of expenses and reimbursable items incurred by the CM in its performance under this Contract. The CM shall maintain and protect these records for no less than seven (7) years after final completion of the Project or for any longer period of time as may be required by applicable law or good management practice.

**C. No Third Party Beneficiaries:** Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party.

**D. Successors and Assigns:** Neither the Owner, PDB, or the AOC nor the CM shall assign its rights hereunder, excepting its right to payment, nor shall it delegate any of its duties hereunder without the written consent of the other party. Subject to the provision of the immediately preceding sentence, each party hereto binds itself, its successors, assigns, and legal representatives to the other and to the successors, assigns, and legal representatives of such other party. The Owner and A-E, and therefore the CM, each binds him or herself, his or her partners, successors, legal representatives and assigns to the other party, to AP Part X. and to the partners, successors, legal representatives, and assign of such party in respect to all

covenants of the Contract. Upon written notification to the PDB, the CM may assign a portion of his or her financial interest to a recognized financial institution for underwriting operations covered by the Owner-Architect Contract.

**E. Applicable Law:** Any suit, action or proceeding with respect to the Contract may only be brought in or entered by the courts of the Commonwealth of Kentucky situated in Frankfort, Franklin County, Kentucky, or the United States District Court for the Eastern District of Kentucky, Frankfort Division, and the parties hereby submit to the non-exclusive jurisdiction of such courts for the purpose of any such suit, action, proceeding, or judgment and waive any other preferential jurisdiction by reason of domicile or location. The parties hereby irrevocably waive any objection that they may now or hereafter have to the laying of venue of any suit, action, or proceeding arising out of or related to this Contract brought in the courts of the Commonwealth of Kentucky situated in Frankfort, Franklin County, Kentucky, or the United States District Court for the Eastern District of Kentucky, Frankfort Division, and also hereby irrevocably waive any claim that any such suit, action, or proceeding brought in any one of the above-described courts has been brought in an inconvenient forum. In any such suit, action, or proceeding the parties agree that the laws of the Commonwealth of Kentucky shall apply. The parties agree that there shall be a one-year statute of limitations from the date of the Certificate of Final Completion of the Project or termination of this Agreement as provided herein, whichever shall first occur.

**F. Termination:**

1. If the PDB and/or the AOC General Manager elects to use a Construction Manager (CM), the PDB, with approval and/or direction from the AOC General Manager may terminate the services of the CM.

2. Any CM, Contractor, or Subcontractor who is determined in writing by the Owner, the PDB, or the AOC General Manager to be in breach of any of the terms and conditions of a contract regarding or affecting a Commonwealth of Kentucky COJ facility by such contractor, shall, in the discretion of the Owner, the PDB, or the AOC General Manager be declared in default and such contract may be terminated as a result of such default.

3. The Construction Manager, Contractor, or Subcontractor, seven (7) calendar days after receiving written notice from the PDB regarding a deficiency(ies), must correct the deficiency(ies) or provide to the PDB a suitable (as determined by the PDB) recourse action. Failure to correct or obtain a suitable recourse shall be grounds for termination.

4. A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to, failure to perform the contract according to its terms, conditions, and specifications; failure to make delivery within the time specified or according to a delivery schedule fixed by the contract; late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376 or letters of indebtedness received from creditors by the purchasing agency; and failure to diligently prosecute the work under a contract for construction management or construction services.

5. The Owner and the COJ shall not be liable for any further payment to a contractor under a contract terminated for the contractor's default after the date of such default as determined by the purchasing officer except for commodities, supplies, equipment, or services delivered and accepted on or before the date of default and for which payment had not been made as of that date. The contractor, and/or his surety, if a performance or payment bond has been required under the contract, shall be jointly and severally liable to the Owner and/or the COJ for all loss, cost, or damage sustained by the Owner and/or the COJ as a result of the contractor's default; provided, however, that a contractor's surety liability shall not exceed the final sum specified in the contractor's bond.

6. The Owner and/or the COJ shall be authorized to terminate for its own convenience all contracts for the procurement of supplies and services when the Owner, the PDB, or the AOC General Manager has determined that such termination will be in the Owner's and/or COJ's best interests. When it has been determined that a contract should be terminated for the convenience of the Owner and/or the COJ, the AOC General Manager shall be authorized to negotiate a settlement with the contractor according to terms deemed just and equitable by the Chief Justice. Compensation to a contractor for lost profits on a contract terminated for convenience of the COJ shall not exceed an amount proportionate to the sum that the contractor's total expected margin of profit on the contract bore to the contract price, based on the total out of pocket expense incurred by the contractor as of the date of termination of the contract. Whenever a contract is terminated for the convenience of the Owner or the COJ, the contractor shall have the burden of establishing the amount of compensation to which he or she believes himself or herself to be entitled by the submission of complete and accurate cost data employed in submitting his or her bid or proposal for the contract and evidence of expenses paid or incurred in performance of the contract from the date of award through the date of termination. Payment of the sum agreed to in settlement of a contract terminated for convenience of the Commonwealth shall be made from the same source of funds or account as the original contract.

7. Bond Default: The conditions and requirements of the original contract(s) are to be met by the original bonding company(ies) regardless if the bonding company must utilize numerous design service providers. Any contract tendered by a Bonding company shall be in accordance with AP Part X and shall include all conditions and requirements of the original contract. Language, requirements, and conditions contrary to AP Part X in any new "contract" shall not be permitted. Bonds for any project shall be issued on AIA forms, not the "bonding companies form". The bonding company shall issue new bonds on the new service providers.

**G. Minimum Insurance Requirements:** The CM shall maintain the following, or equivalent, insurance policies at no less than the limits shown below and cause trade contractors or subcontractors to maintain similar insurance with limits acceptable to the Commonwealth:

<i>Coverage</i>	<i>Limits</i>
<b>CM and All Trade Contractors' Liability</b>	100% Payment Performance
<b>General Liability (Finance and Admin. Cabinet Insurance Services Form CG 00 01)</b>	\$1 million per occurrence, \$2 million aggregate
<b>Worker's Compensation</b>	Statutory
<b>Employer's Liability</b>	\$ 500,000.00
<b>Builder's Risk Insurance*</b>	100% of value of all work

\* CM provides on behalf of the PDB. All Builder's Risk Insurance costs shall be 100% reimbursed and are not part of CM fees.

**H. Schedule and Expedition of Work:** It is agreed that the CM shall be in position to commence work on the services involved within a period of time specified by the Project's progress schedule, as prepared by the A-E, CM, and the PDB. Should the CM fail or refuse to commence said services within said period of time, the A-E or the PDB shall have the right to terminate the CM's contract for cause, subject to Paragraph F of this Section. Nothing in this Section, and nothing set forth in the Contract, shall be construed to relieve the CM of liability for damages sustained by the Owner due to any breach of any contract relating to the Project.

**I. Solicitation and Hiring of State Employees:** It is agreed by and between the parties hereto that the CM shall observe the policies of the COJ and state government and shall not solicit or employ state employees in conjunction with work under the Contract without the approval of the head of any department from which employees are sought to be obtained, nor without the approval of the PDB.

**J. Conflict of Interest and Non-Collusion Policies and Principals:** By his/her signature on the Owner-CM Contract, the CM certifies that he/she is legally entitled to enter into the contract with the Commonwealth of Kentucky, and by holding and performing this contract shall not be violating AP Part III, Court of Justice Personnel Policies. Additionally, the CM shall sign and submit to the PDB a COJ Non-Collusion Affidavit, as identified in Appendix C herein, prior to approval of any and all contracts.

**K. Owner's Representative:** For the purpose of the Contract Documents, the PDB is hereby designated as the representative of the Owner with full authority to act in any and all matters pertaining to the Contract, for and in the name of the Owner, and may delegate such authority to such other representatives of the AOC the PDB deems to be in the best interest of the Owner and Commonwealth for the proper administration of the Project.

#### **16-8 Execution of Construction Services:**

**A. Contract Documents:** All contract documents shall be standard AIA agreements unless specifically authorized by the AOC General Manager and shall contain annotations and/or amendments contained in Appendix E herein.

#### **B. Intent and Interpretation:**

1. Anything that may be required, implied, or inferred by the documents which make up the construction contract, or any one or more of them, shall be provided by the Contractor for the Contract Sum;
2. Nothing contained in the Contract Documents shall create, nor be interpreted to create, privity or any other relationship whatsoever between the Owner and any other person except the Contractor;
3. A word, term, or phrase as used in the Contract Documents shall be interpreted or construed as follows: first, as defined by AP Part X; second, if not defined, according to its generally accepted meaning in the construction industry; and, third, if there is no generally accepted meaning in the construction industry, according to its common and customary usage as determined by the AOC General Manager.
4. The word "include", "includes", or "including" shall be deemed to be followed by the phrase, "without limitation."
5. The specification of any act, failure, refusal, omission, event, occurrence, or condition as constituting a material breach of the resulting Contract shall not imply that any other, non-specified act, failure, refusal, omission, event, occurrence, or condition shall be deemed not to constitute a material breach of the resulting contract.

6. In the event of any conflict, discrepancy, or inconsistency, the following shall control:

- a. As between figures given on plans and scaled measurements, the figures shall govern;
- b. As between large scale plans and small scale plans, the large scale plans shall govern;
- c. As between plans and specifications, the requirements of the specifications shall govern.

**C. Prior Agreements:** The Contract Documents supersede any and all prior discussions, communications, representations, understandings, negotiations, or agreements between the Owner and the Contractor.

**D. Contractors' Performance:** The CM shall ensure that Contractors perform all of the Work required, implied, or reasonably inferable from the Contract, but not limited to, the following:

- 1. Construction of the Project in a timely and efficient manner consistent with the authorized construction documents and construction schedule. Contractors are financially responsible for any delays which their non-adherence to contract documents and construction schedule delays may cause as related to their contract items and resulting delays of other contractors (e.g., other trades and material providers) and service providers (e.g., A-E, CM, Inspectors, etc.);
- 2. The furnishing of any required surety bonds and insurance;
- 3. The provision or furnishing, and prompt payment therefore, of labor, supervision, administrations, services, materials, supplies, equipment, fixture, appliances, facilities, tools, transportation, storage, power, fuel, heat, light, cooling, or other utilities, required for construction and all necessary building permits and other permits required for the construction of the project; and,
- 4. The creation and submission to the PDB of detailed and comprehensive as-built drawings, in accordance with the United States CAD Standard, depicting all as-built construction. The as-built drawings shall be submitted to the Owner and to the AOC General Manager, as follows: one (1) printed set each of the working drawings and specifications, including one (1) set of drawings and specifications submitted in United States National CAD Standard format on one (1) Compact Diskette (CD) each. The contractor shall be entitled to final payment upon receipt of complete and accurate as-built drawings in accordance with the above.

**E. Intent of the Contract Documents:** The intent of the Contract Documents is to include all items necessary for the proper completion of the Work by the Contractor. Labor or material, which are not evidently necessary to produce the desired results, even though not specifically mentioned in the Contract Documents, shall be included in the Work.

**F. Questions to the A-E:** In the event a question arises regarding the meaning or intent of the drawings and specifications, the Contractor shall report it at once to the A-E. The A-E shall furnish, with reasonable promptness, additional instructions, by means of drawings or otherwise, necessary for the proper execution of the work.

**G. Communications to and from Contractors:** Except as otherwise provided in the Contract Documents, the PDB's instructions to the Contractor shall be forwarded through the A-E and the CM. Contractors' communications with the PDB shall be through the CM and/or the A-E.

#### **H. Review of Work:**

1. Shop Drawings: The A-E shall approve, or respond otherwise as necessary, shop drawings or other submittals received from the Contractor.
2. The A-E shall be authorized to refuse to accept work which is defective or otherwise fails to comply with the requirements of the Contract.
3. If the A-E deems it appropriate, the A-E is authorized to call for extra inspection or testing for compliance with requirements of the Contract or for any Life Safety issue or matter.
4. The A-E shall review the Contractor's Payment Requests and shall approve, in writing, those amounts which, in the opinion of the A-E, are properly owing to the Contractor as provided in the Contract.
5. The A-E shall perform those inspections required by the PDB.

**I. Interpretation of Contract Documents:** The A-E shall be the interpreter of the requirements of the Contract Documents and the judge of the performance thereunder by the contractor.

#### **J. Change Orders (AIA DOCUMENT G701 with Court of Justice Supplement):**

1. General: Project Change Orders may increase, decrease, or cause no change in the cost of the Project. The total cost of all change orders, added to the project costs, may not exceed the authorized budget of the Project. All documents shall be fully executed and signed by all required parties to be a recognized encumbrance to the Project. All Change Orders require the approval of the PDB, the AOC General Manager, and the AOC Budget Director.
2. Policy: Change Orders shall not be used as a means to increase the cost and/or scope of approved project. Change Orders may only be considered to:
  - a. Correct unanticipated events and conditions beyond the control of the PDB, service providers, and/or contractors;
  - b. Unforeseen or unknown issues and/or conditions; or,
  - c. Necessary modifications to increase efficiency or durability of primary and supporting facility components.

Change Orders shall not be used as a "second chance" design process by the PDB, its members, the A-E, CM, or Contractor(s). Due diligence is required throughout the design/bid procedures to minimize the potential for Change Orders during construction. Contingency funds are not considered a Change Order fund.

#### **3. Duties and Responsibilities:**

- a. Change Requestors: Proponents of a proposed change order may be the PDB, General Contractor, Code Enforcement Official, A-E, AOC, and/or CM. Other individuals/agencies may be recognized as proponents of change order requests with AOC General Manager approval. Change requestors shall submit all proposed changes to the A-E.

b. The A-E shall receive and promptly examine change requests from the requestor (the proponent), request additional information from the Change Requestor if necessary, and advise the AOC and PDB of the request. The A-E shall:

- I. Evaluate proposed Change Order impacts and costs, determine whether the proposed change(s) are acceptable for presentation to the PDB and ensure proposed costs are fair and reasonable, or reject the proposed change(s) based on documentation.
- II. Complete a project Change Order Supplement for AIA Standard Document G701 and G701/CMa (See Appendix G),
- III. Provide all supporting and backup for all requests for material, labor, equipment, etc, included in the Project Change Order; and
- IV. Issue and collect required signatures for all authorized and approved changes.

c. The AOC Budget Director shall certify, on the Change Order Supplement, that available and authorized funding is available for the Change Order request. Final approval by the AOC General Manager as further described below shall be contingent on certification of available funds. In the event there are, or shall be, insufficient Project funds to complete a change order which has the recommendation of the AOC General Manager, the AOC General Manager may appeal to the AOC Budget Director for final determination of alternate funding source availability.

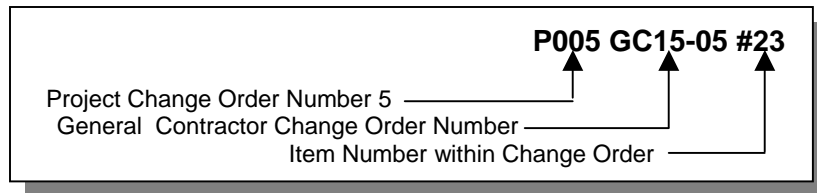
d. The AOC General Manager or his or her designee shall make the determination, at any point during the process, whether a change request is suitable and/or required and may grant final approval for the proposed change in whole or part, modify the change request, or reject the change request. To ensure compliance with AP Part X, the AOC General Manager may direct Change Orders without PDB approval, provided such change(s) does not exceed Project authorization.

e. The CM shall assist the A-E in promptly examining change requests from the requestor (the proponent), request additional information from the Change Requestor if necessary, and advise the AOC and PDB of the request. The CM shall act, with and/or similar to the A-E, to seek and execute a Change Order.

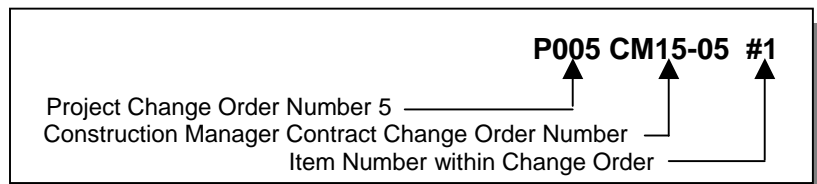
f. Change Order Documentation

- I. General:
  - i. Change Orders documentation for COJ project consist of General Contract Change Orders, which include Project Change Order, and Items within a Change Order.
  - ii. Construction Management Change Orders, which include Project Change Orders, Contract Change Orders, and Items (numbers) within Contract Change Orders.

II. Project Change Orders: Project Change Orders are sequential numbers starting with 001 prefixed with a “P” to indicate a “Project Change Order”. Example: **P005** (the fifth Project Change Order). This number is entered on the COJ Change Order Supplement to AIA Standard Documents G701 and/or G701C/Ma (See Appendix E).

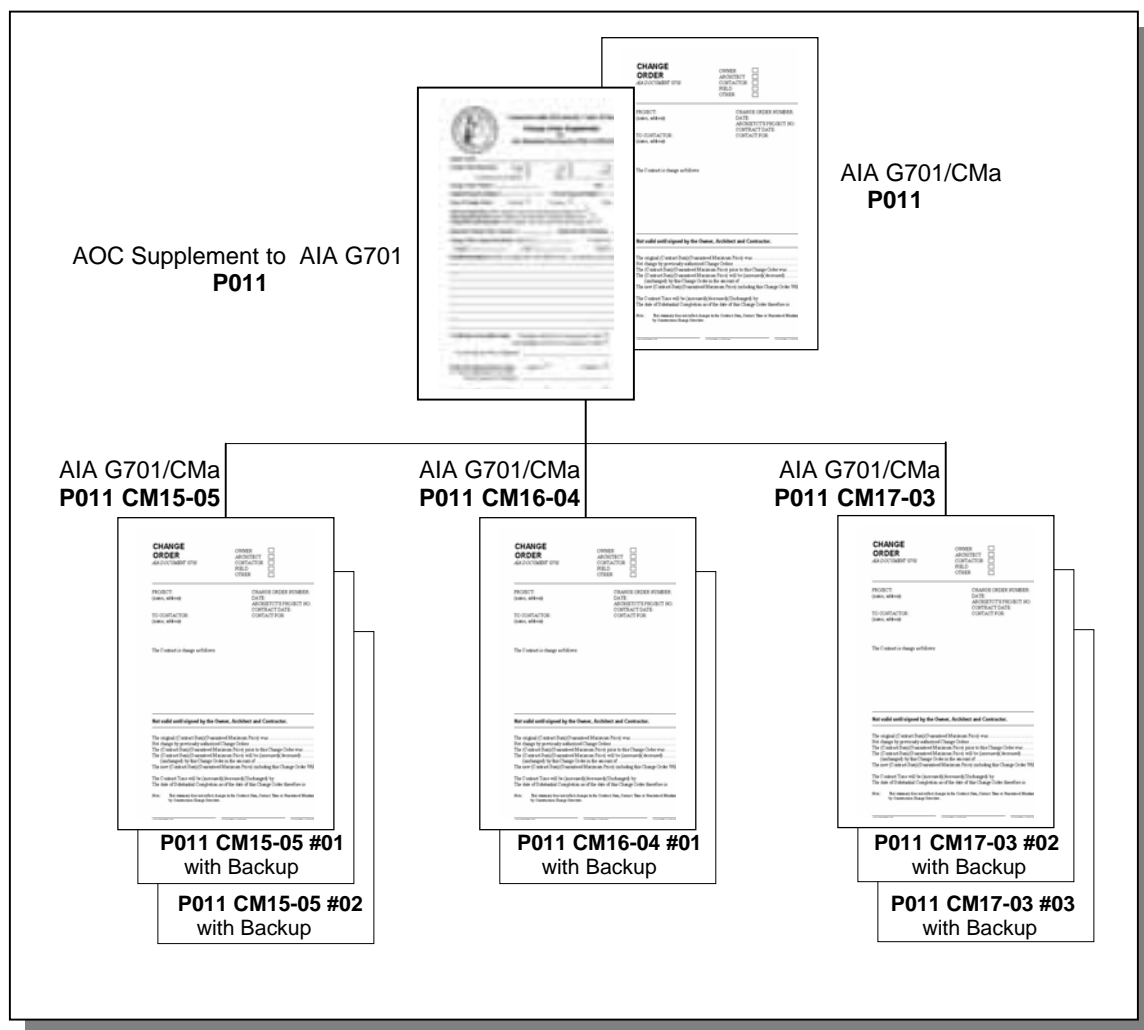


**Figure 16-3 Example of General Contractor Change Order Number**



**Figure 16-4 Example of Construction Management Contract Change Order Number**





**Figure 16-5 Hierarchy of Change Order Documents**

## K. Oversight of Design and Construction:

1. General: The AOC General Manager or his or her designee shall provide oversight of design and construction efforts and related activities in accordance with the Kentucky Revised Statutes, AP Part X, and/or approved and executed Project Contract Documents. See Figure 17-3 Typical Change Order Process on following page.

2. Oversight of Design: The AOC General Manager or his or her designees shall conduct design reviews at any time and may direct corrective action upon discovery of unsuitable designs or specifications, which are not in compliance with AP Part X or which have been deemed not appropriate or not desired by the Court of Justice.

3. Job Site Inspections: The AOC General Manager or his or her designees may conduct inspections of job sites at any time. Further, they may require corrective action upon discovery of unsuitable work or workmanship, which is not in compliance with AP Part X and/or approved and executed Project Contract Documents. The AOC General Manager or his or her designee may direct the Design Services Provider(s), construction service provider(s), and/or Construction Manager to cease work and/or make corrective efforts. If any construction and/or design work is discovered to be substandard, incomplete, and/or otherwise unsuitable and the design service provider(s), CM, contractor(s), and/or subcontractors fail to remediate the unsuitable condition or work, the AOC General Manager or his or her designed may direct corrective actions, which shall be at the expense of those who executed the work and those who were responsible for oversight and design of the work (e.g., CM, A-E).

4. Job Site Safety: The Court of Justice Occupational Health and Safety (OSHA) administrator(s) (officers) may conduct inspections of job sites at any time and may direct and/or require corrective action by responsible parties to take immediate measures, at their expense, to ensure a safe work environment. Additionally, the Court of Justice OSHA Officer has the authority to cite and fine individuals, contractors, subcontractors, CMs, and/or other responsible parties for unsafe acts and/or environments.

**L. Project Closeout:** Within thirty (30) calendar days after PDB acceptance and COJ occupation of the facility, the CM shall submit to the PDB, with a copy the AOC General Manager, a Memorandum of Record stating that either "all charges for work have been submitted and paid with regard to the (project name) project" or shall detail any and all invoices or statements of charges which are outstanding or have not been paid. The CM shall further comply with all close out requirements of the contract documents, inclusive of but not limited to, release of lien for all subcontractors and or material suppliers, Consent of surety for final payment, CM release of lien, provide transmittal of record / as built drawings to the A/E, documentation of owner training and O and M manuals, etc.

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## **Chapter 17. Construction Services Procurement and Management**

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### **17-1 General.**

The process of obtaining Construction Services is competitive and shall be conducted in accordance with KRS Chapter 45A and AP Part X, Section 1.

The selection of a CM pursuant to Chapter 16 shall not preclude the PDB and/or the AOC General Manager from seeking the option and procurement of a GC-executed Project. The PDB and/or the AOC General Manager shall require the CM and the A-E to execute construction bid documents which contain provisions to receive both CM bid packages and a complete lump sum bid for the use of GC services for the construction phase of the Project.

The PDB, with concurrence from the AOC General Manager, may select one (1) of three (3) methods of procurement for Construction Services, as follows:

- A.** "Traditional" procurement of Construction Services from a single General Contractor who submits the lowest lump sum bid.
- B.** "Construction Management" procurement of Construction Services through the use of a CM pursuant to AP Part X, Section 1, Chapter 16.
- C.** "Design-Build". This method teams the A-E with a CM to execute the Project design and construction for an established fixed cost. "Design-Build" is generally reserved for special case large Projects.

Throughout the design and construction process, the COJ requires the use of standard AIA contract documents as amended and or supplemented by AP Part X. Any and all AIA documents utilized for a COJ Project shall include by specific notation or by general reference the contractual requirements contained in this AP Part X, including Appendix E.

### **17-2 Duties and Responsibilities.**

**A.** The A-E or CM shall prepare and submit all contracts on behalf of the PDB for execution by the Owner in strict compliance with the AP Part X.

**B. The PDB shall:**

1. Select a Construction Service Provider in accordance with AP Part X; and
2. Ensure that the Construction Service Provider fulfills its obligations to the Owner and the COJ, monitor the progress of the construction services; and
3. Review and recommend approval or disapproval of change orders to the AOC General Manager; and
4. Assist in the presentations to the CFSC and Capital Projects and Bond Oversight Committee, with the AOC General Manager, the actions and activities of the PDB as may be required to come before these committees; and

5. Ensure that the Project is accomplished in accordance with the established budget and standards set forth in the Program Documents; and
6. Authorize the appropriate partial payments to any and all Construction Service Providers, and/or other service consultants as applicable and authorized by these rules.

**C. The AOC General Manager** shall ensure the COJ's interests and expectations of the facility are met. The AOC General Manager, or his or her representative, shall:

1. Provide guidance to the PDB on matters relating to the execution and management of construction, Court Facilities criteria, design guidance, policies, and procedures; and,
2. Review, approve or disapprove proposed change orders, with consultation and coordination with the AOC budget director; and,
3. Monitor the progress of the facility(ies) construction to ensure compliance with AP Part X; and,
4. Monitor Construction Service Providers' actions; and,
5. Review and advise PDB partial payments to any and all Construction Service Providers, A-E, CM, and other consultants as applicable; and,
6. Establish "Substantial Completion" requirements; and,
7. Verify and recommend to the PDB the A-E's "Substantial Completion" determination; and,
8. Make recommendations to the Director and the Chief Justice on matters relating to the Project; and,
9. Assist the PDB with Project closeout; and,
10. Assist the PDB during presentations to the Court Facilities Standards Committee and/or the Legislative Capital PROJECTs and Bond Oversight Committee, if necessary; and,
11. Execute other duties as prescribed in AP Part X.

**D. The AOC Budget Director** shall oversee all financial matters pertaining to the COJ. As related to COJ capital projects, the Budget Director shall assist the AOC General Manager in the oversight of Project financial matters. The Budget Director's duties, as related to capital construction projects, include but are not limited to:

1. Oversight of interim financing;
2. Oversight of bond sales;
3. Review and approval of funding for all change orders; and
4. Review and approval of final Project and Project closeout payments.

### 17-3 Solicitation for Qualified General Contractor Service Providers.

A. The PDB shall advertise, through public notice in a minimum of one (1) major state/regional daily newspaper and one (1) local newspaper. In addition, publication in a minority publication, which would expand the coverage for contractor solicitation of a project, is encouraged.

<p style="text-align: center;"><b>ADVERTISEMENT FOR GENERAL CONTRACTOR SERVICES</b></p> <p>The <u>(County Name)</u> <b>County Project Development Board</b> is in the process of designing and constructing a new Judicial Center to be located in <u>(City Name)</u>, KY. The Judicial Center is anticipated to be approximately _____ SF with a building construction budget of approximately \$_____, excluding site work and furnishings with construction slated to begin <u>(month/year)</u> . The Board invites interested General Contractors to submit a lump sum bid for the general construction of the project. Sealed bids shall be submitted to the <u>(County Name)</u> <b>County Project Development Board Chairperson, (office of County Judge Executive) , (Mailing Address) , KY (Zip Code)</b>.</p> <p>Copies of the construction documents may be viewed in the office of <u>(Local Agency Name)</u>, or may be obtained as directed by the construction documents invitation to bid from ( <i>printer/ distributors name</i>).</p>
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Figure 17-1 Sample Public Notice (Advertisement) for General Contractor Services

### 17-4 “Traditional” Selection of Construction Service Providers.

A. **General:** This process shall result in the selection of the General Contractor with sub-contractors who submits the lowest and best overall qualified lump sum bid. The selection process described herein for a Construction Service Provider for COJ projects is a competitive process by which a primary qualified and competent construction service provider (General/Prime Contractor) is selected. A bid form is required to be made a part of the contract bid documents. This “Form of Proposal,” as a minimum, shall contain:

1. Identification, by name, the project title, the PDB and the agency (AOC/County Fiscal Court) soliciting the bid; and
2. Lump Sum Bid, written and enumerated; and
3. Alternate proposals identified as “Additive” or “Deductive”; and
4. Unit Prices; and
5. List of Subcontractors with greater than 1% of the Bid Amount; and
6. Name, address, phone number and email address (if applicable) of bidder; and
7. Acknowledgement of addenda by date and number, and space for enumeration of all issued addenda; and
8. A five-percent (5%) bid bond for submitted proposals.

**B. Successful Bidder Submittals:** The successful bidder shall provide to the PDB and the AOC General Manager a complete and thorough breakdown of their bid on a AIA Standard Form G703. This bid breakdown, shall be organized by standard divisions of work, shall be used as the basis of administering partial payments throughout the project and shall include the identification of all cost items, inclusive of mobilization, overhead and profit line items. General Contract low bidders shall present an acceptable 100% Surety Bond for review and approval by the PDB and by the AOC General Manager. The Surety shall be licensed to do business in the Commonwealth of Kentucky and be in good standing with the Commonwealth of Kentucky Department of Insurance. No Surety shall transfer its liability to any other agent or agency without the consent of the PDB and the AOC General Manager.

**17-5 “Best Value” Selection of Construction Service Providers.** This process selects the most desired contractor, with sub-contractors, who submits the best value service to the Local Agency and the COJ through the use of a detailed evaluation. The PDB shall reserve the right to review and select the best bid and reject any and all bids found not to be in the best interest of the Owner and or the COJ.

**17-6 “Design-Build” Selection of Construction Service Providers.** The PDB, upon approval from the AOC General Manager, shall reserve the right to investigate whether the Design-Build option will best benefit the Local Agency and the COJ. In such instances, the Board may authorize the “Design Build” method of procurement as applicable for Local Agency Projects. In the event this method is authorized, the AOC General Manager and the PDB shall establish the process in which the method shall be executed.

**17-7 Critical path construction schedule.** The successful General Contract Bidder shall provide a critical path construction schedule to identify all critical dates of material delivery, and progressive work dates. This schedule shall identify a final completion dates upon which to attach liquidated damage claims to the sub contractors and/or the GC at the time of the delay. The sub-contractors may be held responsible to the general contractor for liquidated damage claims pursuant to the critical path construction schedule at the time the critical path schedule dates are not met. With out such documentation and maintenance of this Critical Path Schedule the owner shall not bear responsibility to delay claims of any contract, contractor, or service provider.

#### **17-8 Instructions to Bidders.**

**A. A-E Responsibilities:** The A-E shall include in the contract documents instructions to bidders and shall manage and oversee the printing and distribution of construction documents. This section details the minimum information, which shall be contained in the “Instructions to Bidders;” and the procedure for distribution of bid documents. The Contract Documents shall reference this AP Part X for inclusion in the invitation to bid. The Bid Form shall carry a notation for acknowledgement of the bidder having satisfied themselves as to the requirements of AP Part X, with the submission of the bid.

**B. Bidder's Representations:**

1. Shall read and understand the bidding documents upon which the bid is made.
2. Shall carefully examine the site of the proposed work and be familiar with the local conditions under which the work shall be performed.
3. Shall have relied upon furnishing the work required by the bidding documents.
4. Shall have acknowledged by submission of a bid AP Part X as part of the bid documents.

**C. Copies**

1. General: The A-E shall, on behalf of the PDB, Owner and the COJ, present to a printer all original documents to be published for the purpose of issuing bid documents. This printing cost shall be reimbursable for the actual cost or may be arranged as a "direct billing" to the PDB or Owner with prior coordination and approval by the PDB or Owner.
2. The Printer shall execute distribution services for bid documents and, therefore, must possess this capability.
3. Copies of bid documents are for the purpose of obtaining bids on the works and does not confer a license or grant any other use of the bid documents.
4. Complete sets of bidding documents shall be issued in the preparations of bids. No partial set of bid documents shall be issued by the printer/distributor. The Owner, PDB, or the COJ assumes no responsibility resulting from the use of an incomplete set of bidding documents.

**D. Interpretation and/or Correction of Bidding Document:**

1. Bidders shall promptly notify the A-E of any ambiguity, inconsistency or error which discovered upon examination of the bidding documents, the site and or other condition affecting the bidding of the Project.
2. All questions regarding the meaning or interpretation of the bidding documents shall be directed in writing to the A-E. Questions received less than ten (10) calendar days prior to the date for receipt of bids may not be answered.
3. Any interpretation, correction or change of the bidding documents shall be made by addendum, issued by the A-E as provided in Paragraph 17-8 D. Interpretations, corrections or changes in the bidding documents made in any other matter shall not be binding and bidders shall not rely upon such interpretations, corrections and changes.
4. Unless otherwise indicated in the bidding documents, the materials, products and equipment described or referenced by manufacturers' or vendors' names, trade names, catalogue number, etc., are intended to establish a standard of required function, dimension, appearance and quality. Unless otherwise stated, substitutes or "equal" items may be furnished or used if so approved in writing by the A-E prior to bidding.
5. Bidders shall use current Commonwealth of Kentucky "Prevailing Wage Grades" in their calculations for bid submittals. The A/E shall publish with the bid documents the established legal project prevailing wage, however bidders shall confirm its application to the project, and notify the A/E immediately of any conflicts that may exist.



## **E. Addenda**

1. Addenda shall be mailed or delivered to all who are known by the PDB to have requested and were furnished bidding documents by the printer on behalf of the Owner or the COJ.
2. Copies of addenda will be made available for inspection wherever the bidding documents are on file for this purpose.
3. No addenda of a material nature will be issued later than seven (7) working days prior to the date for receipt of bids, except for addenda postponing the date for receipt of bids or withdrawing the Invitation to Bid.
4. The Bidder shall ascertain, prior to submitting his or her bid, certifying that he or she has received all addenda issued by the PDB for the particular bid invitation. The Bidder shall acknowledge receipt of all addenda in the Form of Proposal, or by a separate letter to the PDB, which is received at or prior to the hour and date specified for receipt of bids.

## **F. Bidding Procedure**

### **1. Bid Form**

- a. Bids shall be submitted on bid forms (Form of Proposal) provided in the Contract Documents.
- b. All blanks on the Form of Proposal shall be filled in and all required support data shall be furnished.
- c. Where so indicated by the makeup of the Form of Proposal, sums shall be expressed in both words and figures, and in the case of discrepancy between the two, the amount in words shall govern.
- d. Any interlineation, alteration or erasure shall be initialed, in ink, by the authorized representative of the Bidder who has signed the bid.
- e. Alternates, specifically called for by the Contract Documents, shall be bid. Voluntary alternate proposals and/or an alternate to a lump sum proposal will not be considered unless specifically permitted by the conditions contained in the Advertisement for Bid or Invitation to Bid.
- f. The Bidder shall make no additional stipulations on the bid proposal form nor qualify his or her bid in any other manner.
- g. The Form of Proposal shall be signed by a person or persons legally authorized to bind the bidder to a contract. The Bid proposal shall also include the legal name of the bidder and a statement indicating whether the bidder is a sole proprietorship, a partnership, a corporation, or any other legal entity. A bid by a corporation shall also identify the state of incorporation and their Federal Tax Identification Number.

### **2. Bid Security**

- a. Bids shall be accompanied by a bid guarantee of not less than five percent (5%) of the amount of the base bid executed with a licensed resident or non-resident agent who represents insurance companies authorized to do business in Kentucky.

b. Bid security shall secure the bidder's promise to:

- I. Enter into a contract with the Owner on the terms stated in his or her bid proposal; and,
- II. Furnish bonds covering the faithful performance of the contract and the payments of all obligations thereunder.

c. Should the Bidder refuse to enter into a contract or fail to furnish the required performance and payment bonds, the amount of the bid surety shall be forfeited to the Owner as liquidated damages, not as a penalty.

d. The PDB shall retain the bid security of the Bidders until either:

- I. The contract has been executed and the performance and payment bonds have been furnished; or,
- II. The specified time has elapsed so that bids may be withdrawn; or,
- III. All bids have been rejected.

### 3. Submission of Bids

a. The completed bid, including Form of Proposal, bid security, and required support data, shall be enclosed in a sealed envelope. The sealed envelope shall be addressed as designated by the Invitation to Bid to PDB, who receives the bids and shall be identified with:

- I. The Bidder's name and address; and,
- II. The sealed bid invitation number, or project name as applicable; and,
- III. The Bid closing date and hour; and,
- IV. If the bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "BID ENCLOSED" on the face thereof.

b. Bids shall be properly received at the designated location prior to the closing time and date for receipt of bids indicated in the Advertisement or Invitation to Bid, or any extension thereof made by addendum. Any and all bids received after the closing time and date shall be returned to the bidder unopened, except as otherwise provided herein.

c. Bids received after the closing time and date for receipt of bids may be considered for evaluation and award only under the following circumstances:

- I. No other bids were received within the legal advertisement period, and
- II. The readvertisement time delay would seriously effect the operations of the COJ as determined by the AOC General Manager, and

d. Bidders shall assume full responsibility for timely delivery at the location designated for receipt of bids.

e. Oral, telephonic, video, teleconference, FAX, Email or any other electronic transmission of bids or changes in bids by such methods are not permitted and will not receive consideration.

4. Modifications or Withdrawal of Bid

a. Bids may be withdrawn through notification to the bid recipient clerk prior to the closing time and date for receipt of bids by the bidder as follows:

I. With a properly identified representative, in person and not through the use of electronic means, of the Bidder whose name appears on the bid envelope; or,

II. With a written request signed by an authorized representative of the Bidder.

b. Withdrawn bids may be resubmitted up to the closing time designated for the receipt of bids.

c. During the specified time period following closing time and date for receipt of bids during which bids remain open for the PDB's acceptance, a period of not less than sixty (60) calendar days, extendable to ninety (90) calendar days by written notice to the bidder by the PDB or A-E, extensions beyond ninety (90) calendar days can be agreed by both parties when required. No Bidder may withdraw, modify or cancel its bid without the bid security being subject to forfeiture.

**17-9 Consideration of Bids.**

**A. Opening of Bids:** Unless the Advertisement for Bids or Invitation to Bid indicates otherwise, all properly identified, timely bids shall be publicly opened and read aloud. All such bids shall be listed on the official bid tabulations, and will be made available to Bidders upon request.

**B. Cancellation of Invitation to Bid, Rejection of Bids and Waiver of Technicalities or Informalities:**

1. The right to cancel the Invitation to Bid, to reject any and all bids, and to waive technicalities and minor irregularities in bids shall be maintained and preserved by the PDB, and the Owner when such action is determined to be in the best interest of the COJ and the Owner.

2. Grounds for the rejection of bids include but are not limited to:

a. Failure of a bid to conform to the essential requirements of the Advertisement of Bids or Invitation to Bid.

b. Failure of a bid to conform to the requirements of the Contract Documents.

c. Failure of a bid to conform to the delivery of completion schedule established in the bidding documents.

d. Inclusion of a bid provision limiting the Bidder's liability to the Owner in a manner inconsistent with the provisions of the bidding documents.

e. Unreasonableness of a bid price, as determined by the PDB and the AOC General Manager.

- f. Non-responsibility of the Bidder.
- g. Failure of a bidder to furnish a bid security in accordance with the requirements of the Advertisement for Bids or Invitation to Bid.
- h. Failure to furnish a proper and acceptable 100% performance and payment bond.

### **C. Acceptance of Bids**

1. PDB Recommendations: The PDB shall recommend to the AOC General Manager a successful bidder for the proposed work for approval and permission to proceed with an Award of Contract. The Chief Justice, by and through the AOC General Manager, reserves the right to accept or reject any/or all bids and or alternate bids provided for in the bid documents.
2. Intent: It is the intent of the COJ and the PDB to award a contract in due course and after a reasonable bid evaluation period to the lowest responsive "best" bid by a responsible bidder, provided the acceptable bid sum is within budgeted funds.
3. If alternates are considered in the award, the alternate(s) may or may not be accepted by the PDB and the AOC General Manager in the sequence in which they are listed on the bid proposal form and the lowest bid sum shall be computed on the basis of the sum of the based bid plus and/or minus any alternates accepted.

## **17-10 Subcontractor, Material, and Equipment Listing.**

### **A. Subcontractors**

1. Names and Addresses: The Bidder shall list the names and addresses of subcontractors proposed for each of the principal portions of the work, including those persons or entities who are to furnish material or equipment fabricated to a special design, in the designated place on the Form of Proposal.
2. Reliability and Responsibility: The Bidder shall be responsible for establishing, to the satisfaction of the PDB, the reliability and responsibility of the listed subcontractors. The Bidder may be required by the PDB to provide additional information regarding listed subcontractors.
3. If the PDB or the AOC General Manager has an objection to the qualifications and/or capabilities of a listed contractor, the Bidder shall, upon a written request by the PDB, submit the name of an acceptable substitute subcontractor with no change in the bid price. The failure of the Bidder to promptly comply with these requirements may be grounds for rejection of the bid.
4. Any listed subcontractor to whom the PDB or the AOC General Manager does not make a written objection prior to the giving of the Notice of Award shall be deemed acceptable.

5. The bidder shall make no other substitution for any listed subcontractor without first notifying the PDB in writing of the intended substitution and the specific reason for the substitution; and obtaining the prior approval of the PDB and the AOC General Manager. Such substitutions may be disapproved if the PDB or the AOC General Manager has an objection. Substitutions subsequent to the execution of the Agreement between the Owner and the Contractor shall be governed by the published General Conditions.

6. Nothing contained in the bidding documents shall be deemed to create a contractual relationship between the Owner and any subcontractor.

## **B. Lists of Materials and Equipment**

1. The bidder shall submit a listing of major materials and equipment, including manufacturer's name, brand and/or catalog. The materials and equipment listing shall be the same listing which is bound with the Form of Proposal.

2. Prior to acceptance of a bid, the PDB and the A-E will make a preliminary review of the Bidder's list of materials and equipment. The PDB shall advise the Bidder of the tentative acceptability of such materials and equipment, subject to the satisfactory completion and approval of shop drawings, or direct such other action as may be necessary to meet the requirements of the Contract Documents.

3. If any of the listed material or equipment is determined not to meet the requirements of the Contract Documents, the Bidder shall furnish other material or equipment, which meets those requirements at no change to the bid price.

4. Preliminary review and acceptance of the above list shall not relieve the Bidder, as the contractor, of the obligation to furnish equipment and materials in accordance with the Contract Documents.

## **17-11 Unit Prices.**

**A. General:** Unit prices shall be submitted for all bid proposals so as to identify costs and project any costs related to Change Orders.

### **B. Submission**

1. The Bidder shall submit with the bid a list of unit prices as designated on the Form of Proposal.

2. Unit prices are used for the pricing of changes in the quantity of work from that indicated by the contract drawings and specifications, where such changes have been authorized in writing by the PDB in accordance with General Conditions.

3. The unit prices shall include all necessary labor, materials, equipment, appliances, supplies, plus overhead and profit.

4. Only one unit price shall be quoted for each designated item of work. The unit price shall be used to calculate price adjustments based on deductive as well as additive change.

5. Unit prices shall apply to all phases of work whether the work is performed by the Bidder or by the Bidder's (Contractor's) subcontractor.

6. For unit prices of a lump sum bid contract, the PDB reserves the right, prior to an award of contract, to evaluate the unit prices and adjust and/or reject any unit price that is determined by the PDB or the AOC General Manager to be unreasonable in amount.

## **17-12 Performance and Payment Bonds:**

**A. Performance Bond Delivery:** Bidders or a contractor(s) that is replacing a contractor because of non-performance, abandonment, etc., shall deliver a Performance Bond for the amount of 100-percent (100%) of the awarded cost of construction the date of execution of the Agreement between the Owner and Contractor or, with the approval of the Project Development Board, within ten (10) calendar days after that date.

**B. Bond Instrument and Copies:** Unless otherwise specified in the bidding documents, the bonds shall be written on the AIA Document A312 form and made apart of the contract by submission.

**C. Attorney's Duties:** The Bidder shall require the Attorney-in-Fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his or her Power of Attorney. The date of the Power of Attorney shall not precede the date of the bonds. The bonds shall and must be executed by a licensed Kentucky resident agent who represents insurance companies authorized to do business in Kentucky. No Surety or surety agent shall transfer or assign the surety bond to any other surety company or surety agent with out the written consent of the PDB and AOC general manager of facilities.

## **17-13 Basic Legal Requirements**

**A. Authentication of Bid and Statement of Noncollusion and Nonconflict of Interest:** An Authentication of Bid and Statement of Noncollusion and Nonconflict of Interest is bound with and included as part of the bid proposal form. The Bidder is required to complete and sign that document and submit it as part of the bid. Failure to comply with these requirements shall invalidate the bid.

### **B. Foreign Corporate Firms**

Foreign corporations doing business within the Commonwealth of Kentucky are required to be registered with the Secretary of State, New Capitol Building, Frankfort, Kentucky 40601, and must be in good standing.

The foreign corporate Bidder, if not registered with the Secretary of State at the time of the bid submittal shall be required to become registered and declared in good standing prior to the issuance or receipt of a contract.

## **17-14 Taxes**

### **A. Kentucky Sales and/or Use Tax**

1. Nonexemption to Kentucky Sales and/or Use Tax: Bidders are informed that "typically" and unless special consideration is obtained and approved by the AOC General Manager of Facilities, General Construction Contracts for the Commonwealth of Kentucky are not exempt from the provisions of the Kentucky Sales and/or Use Tax.

2. All adjustments and allowances for the current sales or use tax shall be provided for in the bid amount and no later adjustments to the Contract Sum will be permitted and/or made on this basis.

**B. Federal Excise Tax:** The Commonwealth of Kentucky is entitled to exemption from Federal Excise Tax. All Bidders or subcontractors shall take this into consideration in their bid price.

**C. Taxes, Workmen's Compensation, etc.**

1. The Bidder or contractor is required to accept liability for payment of all payroll taxes or deductions required by local, state and federal law, including but not limited to old age pension, social security or annuities.
2. Workmen's Compensation shall be carried to the full amount as required by Kentucky Statutes.
3. Bidders shall be in and remain in full compliance with KRS 341 and 342.

**17-15 Planholders's List**

**A. Intent to Bid:** A request to the Project Development Board for a Form of Proposal and/or bidding document for a particular project will be regarded as a showing of an intent to submit a bid.

**B. Planholder's List**

1. Unless the Project Development Board is otherwise notified, the names of all firms making such requests will appear on the planholder's list showing all planholders, and all issued addenda.
2. The published planholder and addenda listing is for general information purposes and the exclusion of any firm in no way expresses or implies the approval and/or disapproval of the qualifications of any listed bidder, subcontractor, material or equipment supplier.
3. If the Bidder or planholder notes that he or she is not in receipt of certain or any of the listed addenda, it shall be the bidders sole responsibility to obtain or review same at any of the designated reporting agencies where bid documents have been placed for review.

**17-16 Post-Bid Review and Material Submittal**

**A. Representative at Bid Opening:** The Bidder should have an authorized representative at the bid opening for the purpose of:

1. Submittal of the material and equipment listing and
2. Post-Bid review of the preliminary apparent low bid or bids.

**B. Apparent Low Bidder or Bidders Submissions:** Unless otherwise provided in the bidding documents, the preliminary apparent low bidder or bidders shall submit the material and equipment listing no later than one (1) hour after the close of the reading of the Bids. The materials and equipment listing shall be that listing bound with the Form of Proposal.

### **C. Post-Bid Preliminary Review:**

1. The post-bid Preliminary Review shall include representatives of the Project Development Board, the Architect-Engineer (A-E), the AOC General Manager of Facilities or his or her representative, and the preliminary apparent Low Bidder or Low Bidders.
2. The post-bid Preliminary Review shall be directed toward subcontractors, material listing, unit process and qualifications of the Bidder or Bidders.
3. The apparent Low Bidder's or Bidders' representative(s) shall have the authority and ability to respond to questions that arise during the post-bid Preliminary Review.

## **17-17 Equal Employment and Non Discrimination**

### **A. General Policy**

1. The Commonwealth of Kentucky Court of Justice is committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination based on race, creed, color, sex, age, religion, national origin, or disability in employment.
2. The use of minority vendors and subcontractors is encouraged, whenever possible, on public works contracts. The Bidder and contractor should make full efforts to locate minority business persons. The PDB shall, when practical, issue public advertisement of the project in a local / regional minority publication as an acceptable and positive action to accomplish this policy of inclusion and diversity in the construction of these projects. .
3. For assistance in identifying vendors and subcontractors and or publications, Bidders may contact the Kentucky Office for Minority Business Enterprises, 2329 Capital Plaza Tower, Frankfort, Kentucky 40601 or the Court of Justice Office of Equal Employment Opportunity, 100 Millcreek Park, Frankfort, Kentucky 40601.

**B. Kentucky Equal Employment Act of 1978:** The provisions of KRS 45.560 and 45.640, known as the Kentucky Equal Employment Act of 1978, hereinafter referred to as the Act, shall be binding upon the declared successful Bidder and any subsequent contract awarded to the Bidder. Except that a contractor or subcontractor subject to the provisions of KRS 45.570 is exempt to any affirmative action or reporting requirements if:

1. The contract or subcontract awarded is in the amount of \$250,000 or less, and the amount of the contract is not a subterfuge to avoid compliance with the provisions of this Act.
2. The contractor or subcontractor utilizes the services of fewer than eight (8) employees during the course of the contract.
3. The contractor or subcontractor employs only family members or relatives.
4. The contractor or subcontractor employs only persons having a direct ownership interest in the business, and such interest is not a subterfuge to avoid compliance with the provisions of this Act.



### C. Reporting Compliance

1. Any Bidder not exempted from the affirmative action or reporting requirements of the Act shall, within five (5) calendar days after being declared the apparent low Bidder, submit to the Court of Justice Office of Minority Affairs, 100 Millcreek Park, Frankfort, Kentucky the following:

a. A Statement of Intent to comply in full with all requirements of the Kentucky Equal Employment Act of 1978.

b. A breakdown of the Bidder's existing workforce, within the Commonwealth of Kentucky, indicating the race, age, position held, county and state of residence and date of employment of each employee.

2. Within ten (10) calendar days after the receipt of this report, Court of Justice Office of Minority Affairs, will determine whether the Bidder's work force is reflective of the percentage of available minorities in the areas from which the Bidder's employees are drawn.

3. If a determination is made by the Court of Justice Office Minority Affairs that the Bidder's workforce is reflective of the percentage of available minorities in this drawn area, the Bidder shall be "Certified" and be thereby qualified for the contract and to bid on any contract covered by the Act without filing additional data for a period of six (6) months.

4. If it is determined by the Court of Justice Office of Minority Affairs that the Bidder's workforce reflects an under-utilization of minorities, the Bidder and the Project Development Board shall be so notified and no certification be granted. The Bidder shall then have the option of filing with the Project Development Board and the Court of Justice Office of Equal Employment Opportunity an affirmative action project, indicating goals and timetables for recruiting and hiring minorities throughout the contractor's workforce. The Court of Justice Office of Minority Affairs, upon request of any contractor, shall furnish technical assistance in fulfilling the requirements of the Act.

5. If the Bidder is subsequently awarded the contract being sought, failure to comply with the goals and timetables set forth in the affirmative action plan shall be an unlawful practice under the act and shall constitute a material breach of contract.

6. If the Court of Justice Office of Minority Affairs determines that the submitted affirmative action does not fulfill the provision of the Act, the Bidder shall be so notified and no certification shall be granted.

7. If the Bidder's workforce is not reflective of the percentage of minorities in the drawing area and he or she has complied with all other affirmative action requirements in the Act, he or she may certify by verified affidavit that he or she had made every reasonable effort to comply with said percentage requirements and he or she shall thereafter be entitled to all benefits of the Act.

## 17-18 Meetings

**A. Required Meetings:** On projects with General Contractors, the General Contractor (GC) is responsible to facilitate and document all construction-related meetings.

1. Pre-Construction Meeting: The GC and his or her primary subcontractors shall confer with the A-E Service Provider, the Project Development Board, and the AOC General Manager of Facilities to confirm their understanding of the project's budget, purposes, concepts, desires, requirements (Program) and time-table (*critical path schedule of construction activities*) prior to initiating construction activities.
2. Monthly Progress Meetings: The GC and his or her subcontractors, as applicable and necessary, shall confer with the A-E, the Project Development Board, and the AOC General Manager of Facilities to report the progress and status of the projects and to address any special conditions or issues that have occurred or are anticipated.
3. Other Meetings: The GC and his or her subcontractors, as applicable, necessary, and/or as requested by the GC, A-E Service Provider, the Project Development Board and/or the General Manager of Facilities, shall confer with the Project Development Board and/or the AOC General Manager of Facilities to address issues, special conditions, or anticipated issues or conditions.

**B. Execution of Meetings and Minutes:** Meetings are intended to update persons and agencies involved in the Project and to provide information and discussion to make informed decisions. Meetings are not to be used as a forum to discuss issues which can/could be resolved between two persons or agencies.

1. Meeting Format:

a. Notification: At the earliest opportunity participants and observers of a proposed meeting shall be provided an agenda. The agenda shall include the following information, at a minimum:

- I. Date of Meeting.
- II. Meeting Start Time.
- III. Meeting Stop Time.
- IV. Location of Meeting (with map if necessary).
- V. Purpose of Meeting (e.g., Progress Meeting, Design Review, etc.).
- VI. Agenda (Issues to be addressed, in order of priority).
- VII. List of participants.
- VIII. List of observers.
- IX. Contact person.

b. Agenda: A rigid agenda shall be established and published prior to a meeting. This agenda shall ensure that most critical issues are addressed first.

c. Facilitation: The A-E Service Provider shall facilitate all design-related meetings.

2. Minutes Format: A recorder who is familiar with design and construction means and methods shall be appointed for each meeting. After the meeting, the recorder shall drafts the Meeting Minutes.

3. Amendments of Minutes: Amended minutes shall be approved by the PDB with a majority of the PDB in attendance. A GC or CM may only seek amended minutes after such official PDB determination at the following PDB meeting, with a full PDB vote, with the AOC General Manager in attendance.

## **17-19 General Provisions for Construction Service Providers:**

**A. Indemnity:** The A-E shall indemnify and hold harmless the PDB, Owner and the COJ/AOC from and against all liability, claims, loss, costs and expense, including defense costs, arising out of, or resulting from, the negligent acts, errors, or omissions of the A-E and its sub consultants. In the event the Owner is alleged to be liable on account of negligent acts or omissions, or both, of the A-E, the A-E shall defend such allegations and the A-E shall bear all costs, fees and expenses of such defense, including but not limited to, all attorneys' fees and expenses, court costs, and expert witness fees and expenses.

### **B. Project Documents and Records:**

1. All documents and records (including photographs and renderings) relating in any manner whatsoever to the Project, or any designated portion thereof, which are in the possession of the A-E or the A-E's consultants, shall be made available to the PDB or the AOC General Manager or his or her representative for inspection and copying upon written request. Additionally, said records shall be made available in the requested format(s) and media, upon request by the PDB, to any state, federal or other regulatory authorities and any such authority may review, inspect and copy such records. Said records include, but are not limited to, all plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the Project, its design, and its construction. Submission or distribution of documents pursuant to this provision, to meet official regulatory requirements or for similar purposes in connection with the Project shall not be construed as publication in derogation of the A-E's reserved rights.

2. Said records expressly include those documents which reflect the records of expenses incurred by the A-E in its performance under this Contract. The A-E shall maintain and protect these records for no less than seven (7) years after final completion of the Project, or for any longer period of time as may be required by applicable law or good architectural practice.

**C. No Third Party Beneficiaries:** Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party.

**D. Successors and Assigns:** The Owner, PDB, COJ/AOC, and the A-E shall not assign their rights hereunder, excepting thier right to payment, nor shall they delegate any of their duties hereunder without the written consent of the other party. Subject to the provision of the immediately preceding sentence, each party hereto binds itself, its successors, assigns and legal representatives to the other and to the successors, assigns and legal representatives of such other party. The Owner and A-E each binds him or herself, his or her partners, successors, legal representatives and assigns to the other party, to AP Part X, and to the partners, successors, legal representatives and assign of such party in respect to all covenants of the Contract. Upon written notification to the PDB, the A-E may assign a portion of his or her financial interest to a recognized financial institution for underwriting operations covered by the Owner-Architect Contract.

**E. Applicable Law:** Any lawsuit, legal action or legal proceeding arising out of any Contract relating to a Project shall be filed in Franklin Circuit Court in the Commonwealth of Kentucky, or in the United States District Court for the Eastern District of Kentucky, Frankfort Division, and the parties hereby submit to the jurisdiction of such courts for the purpose of any such suit, action, proceeding or judgement and waive any other preferential jurisdiction by reason of domicile or location. The parties hereby irrevocably waive any objection that they may now or hereafter have to the laying of venue of any suit, action or proceeding arising out of or related to this Contract brought in the Franklin Circuit Court or the United States District Court for the Eastern District of Kentucky, Frankfort Division, and also hereby irrevocably waive any claim that any such suit, action or proceeding brought in any one of the above-described courts has been brought in an inconvenient forum. In any such suit, action or proceeding, the parties agree that the laws of the Commonwealth of Kentucky shall apply. The parties agree that there shall be a one-year statute of limitations from the date of the Certificate of Final Completion of the Project or termination of this Agreement as provided herein, whichever shall first occur.

**F. Termination:**

1. Any contractor or service provider who is determined in writing by the Owner, the PDB and/or the AOC General Manager to be in breach of any of the terms and conditions of a contract regarding or affecting a COJ facility by such service provider, shall, at the discretion of the Owner, the PDB and/or the AOC General Manager, be declared in default and such contract and may be terminated as a result of such default.

2. A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to, failure to perform the contract according to its terms, conditions and specifications; failure to make delivery within the time specified or according to a delivery schedule fixed by the contract; late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency; failure to diligently prosecute the work under a contract for design (A-E), construction management or construction services.

3. The Owner and the Commonwealth shall not be liable for any further payment to an A-E Service Provider under a contract terminated for the Service Provider's default after the date of such default as determined by the Owner, PDB, and/or the AOC General Manager on or before the date of default and for which payment had not been made as of that date.

4. The Owner and/or the COJ shall be authorized to terminate for its own convenience all contracts for the procurement of supplies and services when the Owner (Owner), the PDB or the AOC General Manager has determined that such termination will be in the Owner's and/or COJ's best interests. When it has been determined that a contract should be terminated for the convenience of the Owner and/or the COJ and the AOC General Manager shall be authorized to negotiate a settlement with the Service Provider according to terms deemed just and equitable by the PDB and the AOC General Manager. Compensation to a Service Provider for lost profits on a contract terminated for convenience of the COJ shall not exceed an amount proportionate to the sum that the Service Provider's total expected margin of profit on the contract bore to the contract price, based on the total out of pocket expense incurred by the Service Provider as of the date of termination of the contract. Whenever a contract is terminated for the convenience of the Owner or the COJ, the contractor shall have the burden of establishing the amount of compensation to which he or she believes himself or herself to be entitled by the submission of complete and accurate cost data employed in submitting his or her bid or proposal for the contract, and evidence of expenses paid or incurred in performance of the contract from the date of award through the date of termination. Payment of the sum agreed to in settlement of a contract terminated for convenience of the COJ, shall be made from the same source of funds or account as the original contract.

**G. Ownership of Documents:** All documents relating to a Project including but not limited to plans, specifications, reports, photographs, renderings, are the sole property of the Owner, whether or not the work for which they are made be executed. Use of the plans and specifications shall be in accordance with KRS Chapter 323 and KRS Chapter 322, and for any use not in connection with this Contract, shall be only with the written authorization of the A-E.

**H. Minimum Insurance Requirements:**

1. The A-E shall maintain the following or equivalent insurance policies at no less than the limits shown below and cause its subconsultants to maintain like insurance with limits acceptable to the COJ. Insurance policies and/or certificates shall identify the Owner as the insured on all A-E and Consultant insurance policies.

<i>Coverage</i>	<i>Limits</i>
<b>Professional Liability</b>	\$1 million per occurrence, \$2 million aggregate
<b>General Liability (Finance and Admin. Cabinet Insurance Services Form CG 00 01)</b>	\$1 million per occurrence, \$2 million aggregate
<b>Worker's Compensation</b>	Statutory
<b>Employer's liability</b>	\$ 500,000.00

2. Under Certain Circumstances, as determined by the AOC General Manager, the PDB may require, due to consideration of Project size and risk versus reward analysis, the A-E Service Provider to provide insurance coverage over the above the described standards. Such additional insurance coverage shall be negotiated and agreed upon as fair for all parties. Also, additional insurance coverage may be required by the Owner as an additional service and/or Project specific coverage policies when deemed appropriate and necessary during the A-E Contract final negotiations.

**I. Performance Bond Requirements:** The Construction Service Provider shall obtain and maintain a Performance Bond policy.

**J. Bond Default:** All the conditions and requirements of the original contract(s) are to be met by the original bonding company(ies) regardless if the bonding company must utilize numerous service providers. Any contract tendered by a Bonding company shall be in accordance with Rule of Administrative Procedure Part X and shall include all conditions and requirements of the original contract. Language, requirements, and conditions contrary to APX in any new "contract" is not permitted. Bonds for any project should be issued on AIA Document A312 forms not the "bonding companies form". The bonding company may appeal to the PDB and the AOC GMF to issue a new surety bond on any new service providers tendered to the original contract work, they may not reduce the value of the bond or transfer or assign to a alternate or different company; they must remain liable for the completion of the work.

**K. Schedule and Expedition of Work:** It is agreed that the Construction Service Provider shall be in position to commence work on the services involved, within a period of time specified by the Project Development Board upon receipt of written authorization, without delay or interruption. Should the Construction Service Provider fail or refuse to commence said services as directed by the Project Development Board, the Board shall thereupon have the right to terminate this contract for cause, subject to Paragraph F. Nothing in this Section and nothing set forth in this Contract shall be construed to relieve the GC of liability for damages sustained by the Owner by virtue of any breach of any contract relating to the project.

**L. Conflict-of-Interest Laws and Non-Collusion Laws and Principals:** By his or her signature on the Contract (Agreement), the Construction Service certifies that it is legally entitled to enter into this contract with the Commonwealth of Kentucky, and by holding and performing this contract shall not be violating the Administrative Procedure of the Court of Justice titled "Part III, Personnel Policies". Additionally, the Construction Service Provider shall sign and submit to the Project Development Board a Court of Justice Non-Collusion Affidavit (See Appendix C of this publication) prior to approval of any and all contracts. Additionally, by his or her signature on the Contract (Agreement), the Construction Service Provider certifies that it is legally entitled to enter into this contract with the Commonwealth of Kentucky.

**M. Owner's Representative:** For the purpose of the Contract, the Project Development Board, is hereby designated as the representative of the Owner with full authority to act in all matters pertaining to this Contract for and in the name of the Owner, and may delegate such authority to such other representatives of the Administrative Office of the Courts the Board deems in the best interest of the Owner and Commonwealth for the proper administration of the project.

#### **17-20 Execution of Construction Services:**

**A. Supervisory Personnel:** General Contractors must maintain an adequate number of supervisory personnel on the project work site during the hours that work is performed. Supervisory personnel, including but not limited to job superintendents, project managers, general foremen, and construction managers, may not be reassigned from a project without the written consent of the PDB and the AOC General Manager of Facilities.

#### **B. Intent and Interpretation:**

1. Anything that may be required, implied or inferred by the documents which make up the (construction) contract, or any one or more of them, shall be provided by the Contractor for the Contract Sum;
2. Nothing contained in the Contract Documents shall create, nor be interpreted to create, privity or any other relationship whatsoever between the Owner and any other person except the Contractor;
3. A word, term or phrase as used in the Contract Documents shall be interpreted or construed first as defined by this section of AP Part X.; second, if not defined, according to its generally accepted meaning in the construction industry; and third, if there is no generally accepted meaning in the construction industry, according to its common and customary usage as determined by the AOC General Manager of Facilities.
4. The word "include", "includes", or "including" shall be deemed to be followed by the phrase, "without limitation".
5. The specification of any act, failure, refusal, omission, event, occurrence or condition as constituting a material breach of the resulting Contract shall not imply that any other, non-specified act, failure, refusal, omission, event, occurrence or condition shall be deemed not to constitute a material breach of the resulting contract.

6. In the event of any conflict, discrepancy, or inconsistency, the following shall control:

- a. As between figures given on plans and scaled measurements, the figures shall govern,
- b. As between large scale plans and small scale plans, the large scale plans shall govern,
- c. As between plans and specifications, the requirements of the specifications shall govern.

**C. Prior Agreements:** The Contract Documents supersede any and all prior discussions, communications, representations, understandings, negotiations or agreements between the Owner and the Contractor.

**D. Contractor's Performance:** The Contractor shall perform all of the Work required, implied or reasonably inferable from the Contract, but not limited to, the following.

1. Construction of the Project with high quality workmanship and professionalism,
2. The furnishing of any required surety bonds and insurance,
3. The provision or furnishing, and prompt payment therefore, of labor, supervision, administrations, services, materials, supplies, equipment, fixture, appliances, facilities, tools, transportation, storage, power, fuel, heat, light, cooling, or other utilities, required for construction and all necessary (non-local) building permits and other permits required for the construction of the project, and
4. The creation and submission to the PDB of detailed and comprehensive as-built drawings, in accordance with the United States CAD Standard, depicting all as built construction. The as-built drawings shall be submitted to the Owner and to the AOC General Manager; one (1) printed set each of the working drawings and specifications, including one set of drawings and specifications submitted in United States National CAD Standard format on one (1) Compact Diskette (CD) each. The contractor shall be entitled to final payment upon receipt of as-built drawings in accordance with the above.

**E. Intent of the Contract Documents:** The intent of the Contract Documents is to include all items necessary for the proper completion of the Work by the Contractor. Labor or material, which are evidently necessary to produce the desired results, even though not specifically mentioned in the Contract Documents, shall be included in the Work.

**F. Questions to the A-E:** In the event a question arises regarding the meaning or intent of the drawings and specifications, the Contractor shall report it at once to the A-E. The A-E shall furnish, with reasonable promptness, additional instructions, by means of drawings or otherwise, necessary for the proper execution of the work.

**G. Communications through the A-E to the Contractor:** Except as otherwise provided in the Contract Documents, the Board's instruction to the Contractor shall be forwarded through the A-E, and the Contractor's communications with the Board shall be through the A-E.

#### **H. Review of Work:**

1. Shop Drawings: The A-E shall approve, or respond otherwise as necessary concerning shop drawings or other submittals received from the Contractor.
2. The A-E is authorized to refuse to accept work, which is defective or otherwise fails to comply with the requirements of the Contract.
3. If the A-E deems it appropriate, the A-E is authorized to call for extra inspection or testing for compliance with requirements of the Contract or for any Life Safety issue or matter.
4. The A-E shall review the Contractor's Payment Requests and shall approve, in writing, those amounts which, in the opinion of the A-E, are properly owing to the Contractor as provided in the Contract.
5. The A-E shall perform those inspections required by the Board.

**I. Interpretation of Contract Documents:** The A-E shall be the interpreter of the requirements of the Contract Documents and the judge of the performance thereunder by the contractor.

#### **J. Change Orders (AIA DOCUMENT G701 with Court of Justice Supplement):**

a. General: Project Change Orders may increase, decrease, or cause no change in the cost of the Project. The total cost of all change orders, added to the Project costs, may not exceed the authorized budget of the Project. All documents shall be fully executed and signed by all required parties to be a recognized encumbrance to the Project. All Change Orders require the approval of the PDB, the AOC General Manager and the AOC Budget Director.

b. Policy: Change Orders shall not be used as a means to increase the cost and/or scope of approve Project. Change Orders shall only be considered to:

1. Correct unanticipated events and conditions beyond the control of the PDB, service providers, and/or contractors;
2. Correct unforeseen or unknown issues and/or conditions; and,
3. Make necessary modifications to increase efficiency or durability of primary and supporting facility components.

Change Orders shall not be used as a "second chance" design process by the PDB, its members, the A-E, CM, or Contractor(s). Due diligences is required throughout the design/bid procedures to minimize the potential for Change Orders during construction. Contingency funds shall not constitute a Change Order fund.

c. Duties and Responsibilities:

1. Change Requestors: Proponents of a proposed change order may be the PDB, GC, Code Enforcement Official, A-E, AOC, and/or CM. Other individuals/agencies may be recognized as proponents of change order requests with AOC General Manager approval. Change requestors shall submit all proposed changes to the A-E.



I. Evaluate proposed Change Order impacts and costs, determine whether the proposed change(s) are acceptable for presentation to the PDB and ensure proposed costs are fair and reasonable, or reject the proposed change(s) based on documentation;

II. Complete a Project Change Order Supplement for AIA Standard Document G701 and G701/CMa (See Appendix E);

III. Provide all supporting and backup for all requests for material, labor, equipment, etc included in the Project Change Order; and,

IV. Issue and collect required signatures for all authorized and approved changes.

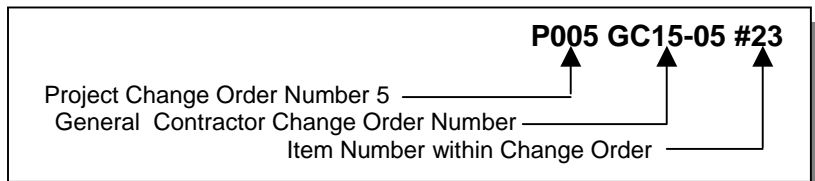
3. The AOC Budget Director shall certify, on the Change Order Supplement, that available and authorized funding is available for the Change Order request. Final approval by the AOC General Manager as detailed in the following paragraph is contingent on certification of available funds. In the event there are or shall be insufficient Project funds to complete a change order, which has the recommendation of the AOC General Manager may appeal back to the AOC Budget Director for final determination of alternate funding source availability.

4. The AOC General Manager or his or her designee shall make the determination, at any point during the process, whether a change request is suitable and/or required and may grant final approval for the proposed change in whole or part, modify the change request, or reject the change request. To ensure compliance with AP Part X, the AOC General Manager may direct Change Orders without PDB approval, provided such change(s) does not exceed Project authorization.

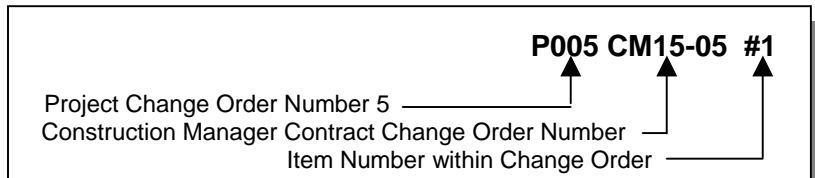
5. The CM shall assist the A-E in promptly examining change requests from the requestor (the proponent), request additional information from the Change Requestor if necessary, and advise the AOC and PDB of the request. The CM shall: act with and or similar to the A-E to seek and execute a Change Order.

d. Change Order Documentation

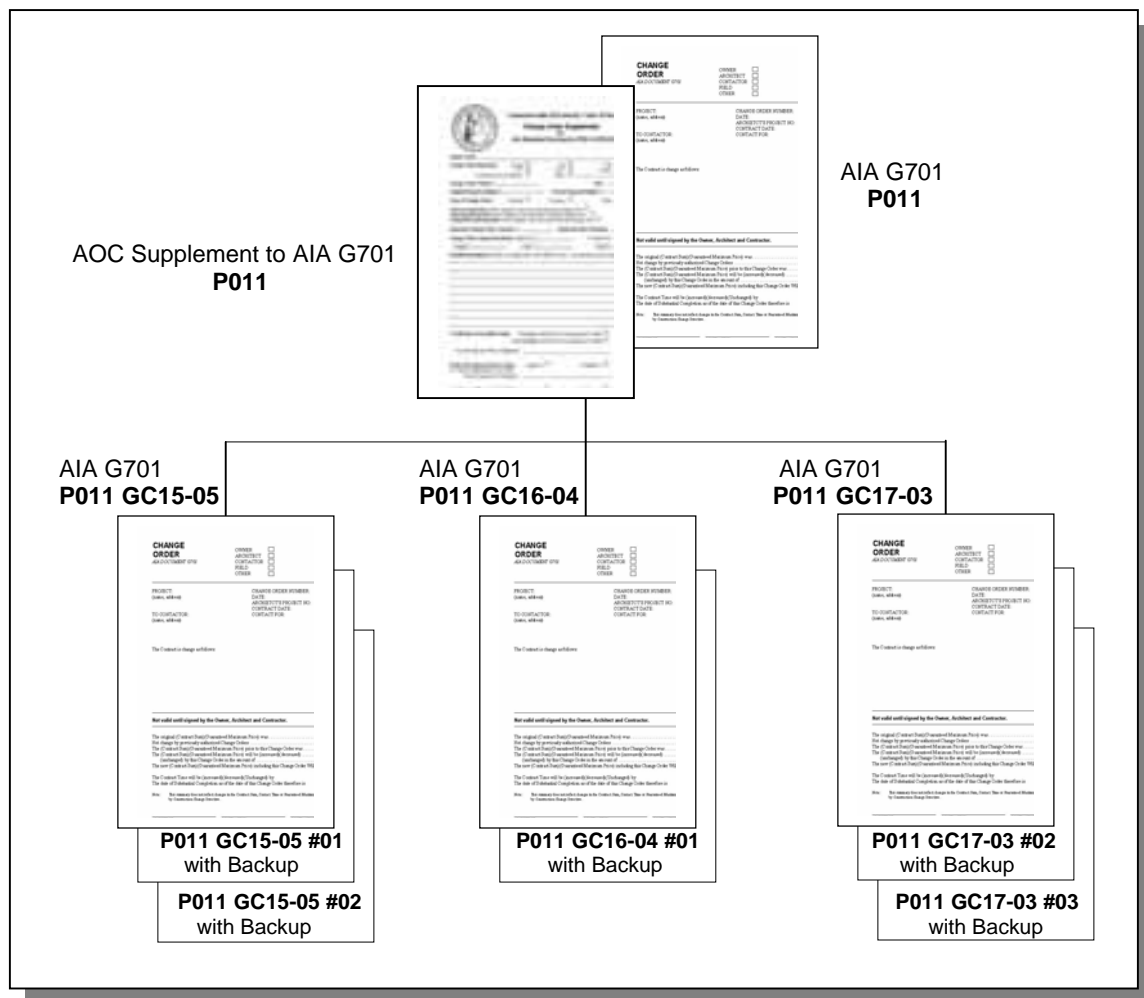
1. General: Change Orders documentation for COJ Projects shall consist of General Contract Change Orders that includes the Project Change Order and Items within Change Order; and Construction Management Change Orders which shall include Project Change Orders, Contract Change Orders, and Items (numbers) within Contract Change Orders.
2. Project Change Orders: Project Change Orders are sequential numbers starting with 001 prefixed with a "P" to indicate a "Project Change Order". Example: **P005** (the fifth Project Change Order). This number is entered on the COJ Change Order Supplement to AIA Standard Documents G701 and/or G701C/Ma (See Appendix E).



**Figure 17-2 Example of General Contract Change Order Number**



**Figure 17-3 Example of Construction Management Contract Change Order Number**



**Figure 17-4 Hierarchy of Change Order Documents**

#### **K. AOC Oversight of Construction:**

1. General: The AOC General Manager or his or her designee shall provide oversight of design and construction efforts and related activities in accordance with the Kentucky Revised Statutes, COJ Rule of AP Part X., Program Documents, and/or approved and executed Project Contract Documents.
2. Oversight of Design: The AOC General Manager or his or her designees shall conduct design reviews at any time and may direct corrective action upon discovery of unsuitable designs or specifications, which are not in compliance with COJ Rule of AP Part X.. or which have been deemed not appropriate or not desired by the COJ.
3. Job Site Inspections: The AOC General Manager or his or her designees may conduct inspections of job sites at any time. Further, they may require corrective action upon discovery of unsuitable work or workmanship, which is not in compliance with COJ AP Part X., and/or approved and executed Project Contract Documents. The General Manager or his or her designee, may direct the Design Services Provider(s), construction service provider(s), and/or Construction Manager to cease work and/or make corrective efforts. If any construction and/or design work is discovered to be substandard, incomplete, and/or otherwise unsuitable and the design service provider(s), construction management provider, contractor(s), and/or subcontractors fail to remediate the unsuitable condition or work, the AOC General Manager or his or her designed may direct corrective actions, which shall be at the expense of those who executed the work and those who were responsible for oversight and design of the work (e.g., Construction Manager, A-E).
4. Job Site Safety: The COJ Occupational Health and Safety (OSHA) administrator(s) (officers) may conduct inspections of job sites at any time and may direct and/or require corrective action by responsible parties to take immediate measures, at their expense, to insure a safe work environment. Additionally, the COJ OSHA Officer has the authority to cite and fine individuals, contractors, subcontractors, construction management service providers, and/or other responsible parties for unsafe acts and/or environments.

**L. Project Closeout:** Within 30 calendar days after PDB acceptance and COJ occupation of the facility, the General Contractor shall submit to the PDB with a copy to the AOC General Manager, a Memorandum of Record stating that either “all charges for work have been submitted and paid with regard to the (project name) project” or shall detail any and all invoices or statements of charges which are outstanding or have not been paid. The GC shall further comply with all close out requirements of the contract documents, inclusive of but not limited to, release of lien for all subcontractors and or material suppliers, Consent of surety for final payment, GC release of lien, provide transmittal of record / as built drawings to the A/E, documentation of owner training and O and M manuals, etc.

## Chapter 18. Project Bonding Procedures

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### 18-1 General.

**A.** This chapter describes the process AOC will follow after authorization of a COJ Project by the Legislature. Owners obtaining funding for Court projects from entities including, but not limited to, the Kentucky Association of Counties (KACO), the Kentucky Area Development Districts (KADD), licensed security firms and or other applicable financial agents shall obtain approval from the PDB before entering into any financing agreement.

**B.** The remainder of the chapter pertains to Owners/PDBs obtaining financing for Court facilities with the assistance of Financial Advisors. Topics include allowable expenditures of funds, bond issuance procedures, fee schedule, use allowance recalculation upon issuance of refunding bonds, and estimated court project. Appendix C contains the Court of Justice (COJ) Standard Contract for Financial Advisory Services and an example Request for Proposals (RFPs) to serve as Financial Advisor to the Owner.

### 18-2 Definitions.

**A. "Level repayment schedule,"** means a repayment schedule in which the combined amount of principal and interest payments, per fiscal year, for each issue of bonds remains relatively constant (ideally the difference between the lowest fiscal year payment and the highest fiscal year payment is within \$5,000) over the life of the issue.

**B. "Maximum annual repayment amount"** means the maximum aggregate total of annual payments for all bonds issued for a particular court facility in which the COJ has participated.

**C. "Daily interest"** means the total interest divided by the number of days in the first coupon, each month is calculated as thirty (30) days and an assumed year of three hundred sixty days (360).

### 18-3 Eligibility.

Eligible Owners are those who have entered into a MOU with the AOC. Eligibility for executing the MOU is also established by the Department for Local Government under KRS 147A.021(5).

### 18-4 Project Development Board.

**A. Reserved Rights:** The Project Development Board reserves the right to the following:

1. Reject any and all submissions with cause;
2. Waive minor irregularities in the RFP process;
3. Reject all submissions and seek new submission when such procedure is reasonably in the best interest of the Owner or the COJ; and
4. Make investigations regarding qualifications of any or all respondents.
5. Execute reasonable requests and receive additional information from the Financial Advisor, other members of the financing team, and/or firm. The Project Development Board may disqualify any of these parties for non-compliance.

**B. Non-Responsibility:** The Project Development Board shall not be responsible for:

1. Any cost incurred in the preparation of any submission of qualifications; or
2. Any disclosure, whether by negligence or otherwise, of any material or information in any form submitted by any respondent to this RFP.

#### **18-5 Rate of Participation.**

The rate of participation by the Owner shall be determined by the AOC. The level of participation by the AOC is based on the occupancy of the facility. These COJ Projects are intended to be 100% COJ occupancy.

#### **18-6 Allowable Expenditures of Funds.**

**A. General:** Allowable expenditures may include site acquisition, architectural and engineering services, financial and legal services, and fixed equipment. The site acquisition cost shall be limited to the lesser of the actual cost of acquiring a site or the fair market value of the site as determined by qualified appraisal obtained by the PDB and/or Owner and charged to the project account.

**B. Facility Site:** In no case shall project funds be used to purchase a site larger in size than that required by COJ standards for construction of an approved project. The AOC General Manager shall make the final determination of site adequacy in the event smaller or larger sites are proposed by the PDB or Owner. The Owner may purchase, at its own expense any size parcel, or additional parcels, they may deem in their own best interest.

**C. Owner Reimbursement:** Funds may be used to reimburse the Owner for a site owned prior to project approval by the COJ if deemed necessary and appropriate by the AOC General Manager. This cost shall not exceed the amount of the original purchase price plus a reasonable interest carry expense by the Owner.

**D. Outstanding Debt:** If there remains an outstanding debt service or loan amount on the Owners Project site approved by the AOC General Manager, the amount due and owing on the site, plus the interest carry expense and reimbursable issuance costs, shall be a permissible cost of the project. This cost shall not exceed the amount of the original purchase price by the Owner.

**E. Authorized Construction Costs** may include the cost of fixed equipment and movable equipment, subject to AOC General Manager approval.

#### **18-7 Bond Issuance Procedures.**

**A. Issuance Authority:** The Owner may request authority from the AOC General Manager to issue the bonds through a local unit of government, or other agency as may be in accordance with KRS 26A.

**B. Procedure for Issuance:** The procedure for issuing the bonds shall be as follows:

1. The Owner shall obtain the services of a financial advisor by advertisement as specified in (5) below. The Project Development Board shall evaluate all received responses and select the most qualified respondent based on the criteria required by the RFP. If the project is less than \$5,000,000 the Project Development Board may, at its discretion, elect to interview no more than three (3) and no less than one (1) most qualified financial advisory firm(s) to evaluate and select the service provider. For projects \$5,000,000 or greater, the Project Development Board shall require the interview process be incorporated as stated without option. Several Disclosure requirements detailed in the RFP are as follows:

a. The financial advisor and/or firm shall have provided financial advisory services to the Commonwealth of Kentucky or other similar governmental units for no less than five (5) years;

b. The financial advisor and/or firm shall have a Series 7 Registered Representative licensed for no less than five (5) years, displaying significant involvement with the Court financing projects to represent the owner before all AOC personnel, AOC committees, and or State committees, with the PDB; and

c. The financial advisor and/or firm shall have been involved in transactions involving no less than \$100 million issued by *local* units of government *in the Commonwealth of Kentucky* during the five (5) most recent calendar years.

2. The contract with the financial advisor shall be submitted to the AOC General Manager for final approval, prior to any signature by the Owner and the financial advisor;

3. The Owner shall obtain the services of a bond counsel and trustee. Such institutions shall meet eligibility criteria provided by this COJ AP Part X Chapter.

4. See Appendix © for mandatory RFP requirements. Deviations from these RFP requirements shall not be authorized or accepted.

5. The Owner shall advertise a Public Notice, as specified in Figure 18-1, in the locally distributed "legal newspaper" of primary circulation and advertised in a minimum of one (1) major state/ regional daily newspapers published in the *Commonwealth of Kentucky*, the notice shall comply with this requirement when published either in the Louisville Courier-Journal, the Lexington Herald Leader. ( See Example 18-1 for a sample Public Notice) Request for Proposals ("RFPs") (See Appendix © for Example RFP) may be mailed directly to at least three (3) financial advisory firms. Addition publication of this Public Notice in regional minority news publications is supported and encouraged by the COJ.

Public Notice on following page.

## Public Notice

The \_\_\_\_\_ County Fiscal Court (the "County") plans to (Choose, as applicable: "Construct", "Renovate", "Adapt", and/or "Expand") the \_\_\_\_\_ Court Facility and to accomplish the financing for the project through the issuance of tax-exempt revenue bonds. The County desires the services of a Financial Advisor to develop a plan of financing, consult and advise County and Administrative Office of the Courts officials as to the current market conditions, and coordinate the sale and delivery of Bonds. The County is inviting proposals to provide these Financial Advisory Services.

Copies of the Request for Proposal may be obtained from the following Sources:

**Enter Owner, in care of (C/O)  
Project Development Board  
name/address/  
telephone number/FAX number**

Interested service providers may submit ten (10) copies of their proposal(s) no later than (Specify DATE/TIME) to the above address. Proposals received after the specified time and date shall not be accepted. It is the sole responsibility of the respondent to meet the deadline and to assure the timely delivery of all proposals. Faxed copies and electronic transmissions will not be accepted or considered.

Figure 18-1, Public Notice.

**C. Debt Service Schedules:** The following procedures shall be utilized by all participating Owners in the construction of debt service schedules:

1. The AOC's use allowance applied to debt service shall be limited to a twenty (20) year issue, with a level repayment schedule as defined in Section 2. The maximum annual repayment amount (use allowance) shall not exceed the provisions as defined by KRS 26A.162. In extenuating circumstances and upon written request, an extension of the bond term, to twenty-five (25) years, may be granted by the AOC Director. The AOC Director shall submit a proposal for an extension of the bond term greater than twenty-five (25) years to the Interim Joint Committee on Appropriations and Revenue and the Capital Projects and Bond Oversight Committee;

a. The debt service schedule shall always have twenty (20) years of payments based on six (6) month intervals, or forty (40) payments. If the payments begin so that only one (1) payment is made in the first fiscal year of the schedule, payments may extend over twenty-one (21) fiscal years; however, in such cases the amounts of the first and last payments combined shall not exceed the amount of one (1) annual payment.

b. Annual payments shall be based on a fiscal year. The fiscal year of the AOC shall be the same used by state government in the Commonwealth of Kentucky, beginning on July 1, of one year, and ending the following year on June 30. All schedules shall be prepared in such a way that annual amounts based on a fiscal year are presented in a clear, easy-to-read format while each interest and principal payment are both segregated and totaled by payment period.

c. Interest payments and all additional fees must be fixed for twenty (20) years or the life of the debt and not subject to change. The interest costs paid on the debt obligations issued to finance the AOC portion of the Court facility must be computed and paid at a fixed rate of interest and must not be subject to any change during the entire life of the debt obligations. Additionally, if the debt structure includes any credit enhancement fees, trustee and paying agent fees, and any administrative fee or add-on annualized costs of any kind, then these additional fees and costs must be fixed during the entire life of the debt obligations.

d. Debt obligations must be redeemable within 10 years of their date of issuance. Any debt obligations issued to finance the AOC portion of the Court facility must be redeemable within ten (10) years of the dated date of the obligations, at a premium of no greater than two percent (2%).

2. The Owner's portion of the bond sale, if any, shall be structured to meet the unique financial needs of the Owner's debt service on the bonds issued and shall include the minimum amount required for eligibility to participate in the program as certified by the AOC and the Department for Local Government.

3. Interest collected and accrued on funds derived from the bond sale shall be allocated to the debt service schedules of the Owner and the AOC in the same proportions as its respective participation in the bond issue.

4. The proceeds of the bond sale shall be continually invested in compliance with KRS 66.480, until expended on the project or until the project is completed. Any remaining proceeds or investment income received after completion of the project shall be applied to debt service. Credit against the Owner's and the AOC's debt service schedule shall be applied in the same percentage as the participation in the bond issue. Exceptions shall require approval by the AOC.

5. A certification of project completion shall be filed with the AOC by the Trustee. The certification shall summarize the application of the bond proceeds, investment earnings, and any remaining funds from either source. The certification shall also verify the use of cash contribution as may be required for participation by the Owner. Exceptions shall require approval by the AOC;

6. Fees paid to the financial advisor shall be in accordance with the following fee schedule. Fees exceeding this schedule shall be paid by the Owner.

Table 18-2 Uniform Fee Schedule on following page.



**Commonwealth of Kentucky  
Court of Justice**

**Uniform Fee Schedule  
for  
Services and Expenses of Financial Advisor**

- ☐ \$7,500 shall be permitted as a minimum fee on any amount of bonds issued; otherwise,
- ☐ \$11 per \$1,000 on the first \$1 million,
- ☐ \$10 per \$1,000 on the second million, and
- ☐ \$ 6 per \$1,000 on anything over \$2 million.
- ☐ The fee is based upon the amount of bonds actually issued; and, shall include printing of bonds, distribution of preliminary and official statements, advertising the bond issue (except national publication charges), out-of pocket expenses, travel expenses of the Financial Advisor, postage costs, and other normal expenses related to the bond closing; and,
- ☐ The fee shall not include bond and tax counsel fees and additional legal services, national publication charges, title searches, investment advisory services, Guaranteed Investment Contract ("GIC") Provider, county attorney fees, trustee/registrar/paying agent fees, rating service, underwriter's discount, and insurance premium, if any.

**Table 18-2 Uniform Fee Schedule.**

**18-8 Use Allowance Recalculation Upon Issuance of Refunding Bonds.**

In the event that the Issuer and/or Owner proposes to issue refunding bonds for the purpose of refinancing the project, where such refunding bonds shall result in a savings to the Owner or the Issuer and the AOC after all costs, including cost of issuance are taken into consideration, the Owner and AOC shall be entitled to benefit from any savings realized by the issuance of the refunding bonds on a pro-rata basis, only when the project cost is pro-rata shared by the Owner. In 100% COJ Capital Projects occupied and funded by the AOC, only the AOC shall be entitled to benefit from any savings realized by the issuance of the refunding bonds. The AOC's obligation shall not extend beyond the original maturity date of the Bonds being refunded. If the bond term on the refunding issue is less than the term of the original bond issue, then AOC use allowance payments shall terminate at the end of the duration of the refunding issue. Refunding or refinancing of COJ Capital Projects shall require the consent and approval of the AOC General Manager and the AOC Budget Director. Section 18-8.1 shall further define the terms required for approval for refunding or refinancing COJ Capital Projects. (See also RE18-8.1, A/B)

### **18-8.1 Refinancing / Refunding Bonds:**

**A.** The Owner shall request the written consent of the AOC General Manager and AOC Budget Director before proceeding with the issuance of any refunding obligations. If the AOC General Manager and AOC Budget Director determine a debt obligation of an Owner should be refinanced, then the Owner should not reasonably deny issuing the refunding obligations on AOC's behalf.

**B.** The Owner, through their financial advisor, shall make a request in writing for AOC's approval to refinance a debt obligation for which a use allowance is being applied towards all or a portion of the bond payment. The Owner should include in their request supportive schedules showing the outstanding bonds to be called, the escrow (if any) to be purchased to decrease the outstanding bonds, the escrow cash flows (if any), the sources and uses of the refunding bonds and the projected net interest costs savings, including a breakdown of the AOC and Owner's portion of the savings. All savings should be shown as a gross number and a net present value number, present valued at the refunding bond yield, and as a percentage of the prior bonds to be discharged.

**C.** The Standard consideration for refinancing and refunding policy is established such that, the AOC shall require no less than a five percent (5%) net present value savings, before the AOC General Manager and AOC Budget Director will grant their approval to refinancing the bonds. However the exception may be considered, if the Owner's financial advisor can demonstrate that due to a nominal interest spread coupled with already low rates, the remaining tenure of the bonds to be refinanced, or other economical circumstances warrant a deviation from the five percent rule, the AOC General Manager and AOC Budget Director can approve the plan of refinancing even if a five percent net present value savings is not expected to be achieved.

**D.** If the Owner makes a request and is granted authority to issue refunding bonds and proceeds with a publicly advertised sell, then the Owner or their agent must accept all responsibility for any costs incurred if the five percent (5%) net present savings is not achieved at the time of sale, assuming AOC does not grant a deviation / exception from this rule as required by paragraph C.

**18-9 Estimated Court Project Components.** The following information shall be provided as Attachment 6B to the Program Documents.

#### **A. Schedule of Events**

1. The AOC shall determine rate of participation: (MM/YY)
2. The issuing entity shall receive proposals from at least three (3) Financial Advisory firms and engage services of Financial Advisor: (MM/YY)
3. The establishment of a corporation to act as conduit for municipality, if necessary, in order to issue bonds pursuant to KRS Sections 58.180, and 273.161 to 273.390 for COJ Projects: (MM/YY)
4. Construction bids shall be received and authorized by the municipality and the AOC: (MM/YY)
5. Quarterly meetings of the Court Facilities Standards Committee: (MM/YY)
6. Report to the AOC Director if it is determined that the term of the bonds will need to exceed twenty (20) years, up to twenty-five (25) years: (MM/YY)

7. Report to the Capital Projects and Bond Oversight Committee and the Interim Joint Committee on Appropriations and Revenue if the term of the bonds will exceed twenty-five (25) years; or if the project will require an increase in scope and/or use allowance: (MM/YY)

8. Administrative Office of the Courts Project Form shall be received by the AOC fourteen (14) days prior to the sale of interim financing notes or bond issue. Failure to submit the form fourteen (14) days prior to the sale and to immediately resolve discrepancies shall result in cancellation of the sale by the AOC.

9. Advertisement of Bond Sale, Distribution of Preliminary Official Statement (including drafts Use and Sublease Agreement and Continuing Disclosure Agreement), if determined that the AOC is an obligated party.

10. Bond Sale: (MM/YY)

11. Bid for Investment of Bond Proceeds and Final Investment Schedule submitted by Financial Advisor: (MM/YY)

12. Distribution of Official Statement, Final Use and Sublease Agreement, and Continuing Disclosure Agreement within 14-days of sale, if applicable: (MM/YY)

13. Monitoring of Construction Draws and compliance with arbitrage regulations (information to be provided by Trustee, Architect, or Construction Manager, if applicable): (MM/YY). Trustee reports shall be submitted to the AOC on a monthly basis.

14) Status report of incomplete court facilities projects provided quarterly to the AOC prior to the first of the month in July, October, January, and April: (MM/YY)

**B. Sources and Uses of Funds:** Use Project Financing Form located in Appendix C.

**18-10 Project Closeout:** Upon notification from the AOC General Manager that all expenses relating to a project have been paid, the construction fund shall be closed and any remaining money in the construction fund shall be transferred to the debt service fund.

#### **18-11 Interim Financing.**

**A. When Required:** In the event the Owner cannot provide cash outlays for COJ Project expenditures prior to attainment of Bond Issue proceeds, Interim Financing shall be necessary.

#### **B. Policy:**

1. The Owner shall explore the availability of funds for use in the Interim Finance of front costs, such as: land purchase costs, site and environmental surveys, demolition (if required), design-related costs, and/or other miscellaneous costs.

2. The term of the interim financing shall not exceed five (5) years.

## **APPENDIX A - References**

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1. Kentucky Court of Justice Rule of Administrative Procedure Part X. Section II., Court Facilities Criteria.
2. Kentucky Court of Justice Standard (Facility) Memorandum of Understanding (MOU).
3. Kentucky Court of Justice Rule of Administrative Procedure Part X., Section III., Facilities Design.
4. Kentucky Court of Justice Rule of Administrative Procedure Part X. Section IV., Facilities Management.
5. The Courthouse, A Planning and Design Guide for Court Facilities, National Center for the Courts.
6. Commonwealth of Kentucky Finance and Administration Cabinet Standard Architect's/Engineer's Contract.
7. American Institute of Architects Standard Forms of Agreement.
8. R.S. MEAN Construction Cost Data (current edition).
9. Legislative Research Commission's Inflation Factors.



## Appendix B – Terms, Abbreviations, and Statutes

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Section I. Terms and Abbreviations . . . . .	B1
Section II. Summary of Commonwealth of Kentucky Statutes . . . .	B12
Section III. Summary of Federal Statutes . . . . .	B21

### SECTION I. Terms and Abbreviations

**Abandonment:** Surrender of property rights with no intention of reclaiming them. Mere nonuse is not necessarily abandonment.

**Addenda:** Written or graphic instruments issued prior to the execution of the Contract, which may modify or interrupt the bidding documents by addition, deletion, clarifications, or corrections.

**Acquired Lands:** Lands owned by the Local Agency or the Commonwealth of Kentucky Court of Justice, obtained by purchase, donation, or condemnation.

**Acquisition:** Real property acquired by purchase, condemnation, donation, new construction, exchange, or assignment/ reassignment by the Local Agency or by the Commonwealth of Kentucky Court of Justice.

**Acts of Nature (AON):** Elements of nature; such as severe storms, tornadoes, wild fires, mudslides, earthquakes, which cause unanticipated damage to facilities.

**Adaptation:** The labor and materials required to render existing primary and/or supporting facility(ies) useable for existing, proposed, or new occupant(s) with changed and/or enhanced functions and/or capabilities. Adaptations are projects which change the capability of the primary and/or supporting facility(ies). Minor adaptations are valued at less than 20-percent of the replacement cost of the facility. Major adaptations are valued from 20 to 60-percent of the replacement cost of the facility. Adaptations with costs greater than 60-percent must be considered for new construction.

**Add-Alter (Add/Alt):** The materials and labor to enlarge (see Addition) an existing facility and alter (see Adaptation) the existing facility so as to render a single functional facility.

**Addition:** The labor and materials required to enlarge an existing facility. An addition becomes part of the existing facility and increases the available space for existing, new, or proposed Court of Justice occupants.

**Additive Alternate:** See Alternate.

**Administrative Procedure (Court of Justice Rules of “Administrative Procedure”) (AP):** Court of

Justice Rules of Administrative Procedure have the force and effect of law.

**Administrative Office of the Courts (AOC):** The Judicial Branch of government's administrative agency, which administers judicial programs, operations, personnel, facilities, and projects.

**A-E:** Architect-Engineer

**Ambient Air Quality Standards:** Standards established on a state or federal level that define the limits for airborne concentrations of designated criteria pollutants (nitrogen dioxide, sulfur dioxide, carbon monoxide, ozone, lead), to protect public health with an adequate margin of safety (primary standards) and public welfare, including plant and animal life, visibility, and materials (secondary standards).

**Annex:** A building that does not share a common wall or structure with a primary building (e.g., courthouse), but houses staff and activities, which are part of the primary building's function(s). Annexes may or may not be connected with walkways, covered, and/or enclosed connectors.

**Annexation:** A procedure by which a municipality, such as a city, town, or village, incorporates land within the corporate limits of the municipality.

**Annual Funding Guidance (AFG):** The guidance concerning the O&M of the Memorandum of Understanding (MOU) that Local Agencies receives from AOC as detailed in the Real Property Management Guide.

**Alternate or Additive Alternate:** An amount stated in the bid to be added or deducted from the Base Bid.

**AOC:** Administrative Office of the Courts.

**AOC Design Services:** Should a Design Service Provider fail to meet AOC expectations, project design schedules, design guidance, provisions of the Program Document, and/or Court of Justice Rules of Administrative Procedure, the AOC General Manager of Facilities may execute design work either with AOC Staff or another Design Service Provider, at the cost of the Design Service Provider.

**AOC General Manager of Facilities (General Manager):** A representative of the Chief Justice of the Supreme Court and the Director of the Administrative Office of the Courts who is authorized to take certain actions involving real property under the jurisdiction of the Judicial Branch (Court of Justice). The AOC General Manager of Facilities, within the Judicial Branch, is responsible for the development, operations and maintenance of Judicial Facilities as partially detailed in the Court of Justice Rule of Administrative Procedure Part X. This title (General Manager of Facilities)

**AP:** Rule of Administrative of Procedure of the Court of Justice.

**AP Part X:** Rule of Administrative Procedure Part X.

**Architect:** A person, company, or corporation practicing architecture as defined in KRS 323.010;

**Architect-Engineer (A-E):** The architectural or engineering firm, which prepares or has prepared the drawings and specifications as the Design Service Provider in accordance with Rule of Administrative Procedure Part X. Also referred to as the Design Service Provider.

**Architectural Services:** Any professional service involved in the practice of architecture as defined in KRS 323.010;

**Artifact:** Any product of human cultural activity; more specifically, any tools, weapons, artworks, etc., found in archeological contexts.

**Asbestos:** A carcinogenic substance formerly used widely as an insulation material by the construction industry and often found in older buildings.

**Attainment Area:** An area that meets the National Ambient Air Quality Standards for a criteria pollutant under the Clean Air Act or meets state air quality standards.

**Backlog of Maintenance and Repairs (BMAR):** Nonrecurring maintenance and repair needs which are not executable within the local agency or the Court of Justice budget.

**Base Bid:** See Bid.

**Best Value:** The procurement in which the decision is based on the primary objective of meeting specific requirements that are in the best long-term interests of the Court of Justice. These decisions shall be based on objective and quantifiable criteria as the result of Value Engineering.

**Bidder:** One who submits a bid directly for the work described in the bidding documents.

**Bidding or Bid Documents:** Include the Notice to Contractors, Advertisement to Bid, Instructions to Bidders, Bid Form (Form of Proposal), and the proposed Contract Documents, including any Addenda issued prior to receipt of bids. The Contract incorporates by reference pertaining to Court of Justice Rules of Administrative Procedure.

**Bid or Base Bid:** The sum stated in the Bid Proposal for which the bidder offers to perform the work described in the specifications and as detailed on the plans.

**Board:** See Project Development Board.

**Building Construction, Permanent:** A building suitable and appropriate to serve a specific purpose for a maximum period of time (minimum 60 years) and with a minimum of maintenance, repairs, adaptations, upgrades, or additions.

**Building Construction, Semipermanent:** A building suitable and appropriate to serve a specific purpose for a limited period of time (less than 60 years and more than 10 years) with a moderate to high degree of maintenance.

**Building Construction, Temporary:** A building suitable and appropriate to fill a need for a short period of time (10 years or less) without regard to degree of maintenance. The designs and details of a "temporary facility" should provide minimum facilities with maximum initial economies.

**Certification of Payment:** The Owner's Progress payment Forms.

**CFSC:** Court Facilities Standards Committee

**Change Order:** A written order to the Contractor approved by the Project Development Board and the AOC General Manager of Facilities and the AOC budget director issued after the execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time. All proposed changed orders must be tendered with AIA Standard Documents G710 or G701/CMA with accompanying Court of Justice Change Order Supplement (See Appendix E.)

**Change Directive:** A verbal or written order which does not cause a deviation in the construction or design budget. It is processed and approved the same as a Change Order. (See Change Order above)

**Civil Service:** Persons employed by a tax-supported agency or organization.

**Close:** All Court of Justice functions will cease or be relocated. The entire facility will be excessed and the property disposed if owned by the Court of Justice.

**CM:** Construction Manager

**Condemnation:** Acquisition of real estate through conversion to public use under the right of eminent domain. The acquisition of real estate not being offered for sale that is necessary for government operations by its superior ("eminent") authority over the land ("domain"). Condemnation results in passage of title and land to the government with or without the consent of the landowner, but with just compensation paid to the landowner. The purchase price is determined during the condemnation proceedings.

**Court Facilities Standards Committee (CFSC):** The committee which oversees Court of Justice projects. Approval shall be obtained from this committee prior to proceeding from Phase A design.

**Court of Justice Rules of Administrative Procedure (AP):** Court of Justice Rules of Administrative Procedure have the force and effect of law. AP is usually followed by the Part of the rule, such as AP Part X.

**Consent:** A grant of permission over lessor interest lands. Where the government has a lessor interest, normally the government will consent to the granting of an easement by the owner of the underlying fee, subject to whatever conditions are required to protect the government's interest; consideration is not required.

**Consideration:** Compensation or an equivalent (such as money, material, or services) that is given for something acquired or promised. This may be the appraised fair market value of the real property; or may include protection of the real property against loss by fire, water, or other causes; or any mutually agreeable arrangement that does not conflict with governing statutory limitations.

**Construction:** The erection, installation, or assembly of a new facility; the addition, expansion, extension, alteration, conversion, rehabilitation, restoration, or replacement of an existing facility; or the relocation of a facility from one location to another. This includes equipment installed and made a part of such facility and related infrastructures, utilities, site preparation, excavation, filling, and landscaping, or other land improvements. For approval purposes, costs of such a project include all AOC funded costs, required for project completion.

**Construction Manager (CM):** The person or entity that provides on-site coordination and services as outlined in the Rule of Administrative Procedure Part X titled Real Property Management, Section I program Development. The Construction Manager means the Construction Manager or authorized representative.

**Consultant:** A highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring the success of the finished work.

**Contaminated Area:** An area where there are known or suspected EPA-listed contaminants, regardless of type.

**Contamination:** The presence of EPA-listed contaminants. Also, the presence of biological, radioactive, toxic-chemical, or hazardous substances (as defined in "CERCLA", Section II of this Appendix) at levels that may present a public hazard or exceed applicable regulatory standards.

**Contract:** The bid price offer of the Contractor as officially accepted by the Owner or Owner's Agent, evidenced by the executed Owner/Contractor Agreement of contract. When executed, the Contract becomes the legal relationship, duties, and obligations between the Owner and the Contractor as evidenced by the Contract Documents for the Project.

**Contract Completion Time:** The number of calendar days or a calendar date between the Date of Commencement and the dates set for Substantial Completion and Final Completion of the Work, including any adjustments thereto, all as established in the Contract between the Owner and Contractor.

**Contract Documents:** The Agreement between the Owner or Owner's Agent and Contractor, the Performance and Payment Bond, the General, Supplemental and Special Conditions, the Drawings, the Specifications, all Addenda issued prior to and all modifications and Change Orders issued after execution of the contract. The Contract Documents define the contract and include all items necessary for the proper execution and completion of the work. The Contract Documents are complementary. Whatever is required by one shall be as binding as if required by all.

**Contract Sum:** The sum stated in the contract including any authorized adjustments thereto; it is the total amount payable by the Owner to the Contractor for the performance of the work under the contract documents.

**Contractor:** A person, company, or corporation with whom the Owner or Owner's Agent has executed the contract or may be one whose sole undertaking is the sale of materials.

**Contractor Furnished - Contractor Installed (CFCI):** Equipment or components of a system purchased, furnished, and installed by the Contractor.

**Conversion:** A permanent change in the functional use of all or part of a building.



**Council on Environmental Quality (CEQ):** Established by the National Environmental Policy Act (NEPA), the CEQ consists of three members appointed by the President. CEQ regulations (40 CFR Parts 1500-1508, as of July 1, 1986) describe the process for implementing NEPA, including preparation of Environmental Assessments and Environmental Impact Statements, and timing and extent of public participation.

**Courts Equipment:** Courts Equipment is any equipment issued, or purchased, by the AOC to a Local Court(s) pursuant to applicable, court specific need.

**Court Facility:** A structure (Primary Facility) that houses one or more functions of the Court of Justice. It includes adjacent or supporting structures (Supporting Facilities) and improvements. (See: Primary Facility and Supporting Facilities)

**Court of Justice (COJ):** The Judicial Branch of the Commonwealth of Kentucky.

**Courts Supplies:** Courts Supplies are any supplies issued or purchased by the AOC to a Local Court(s) pursuant to applicable, court specific need.

**Criteria:** Defines the scope of work, which includes the amount of space or provision to support a specified function or person. See Rule of Administrative Procedure Part X, Section II, Court Facilities Criteria for "Court of Justice" facilities' criteria.

**Cultural History:** The archeological sequence of cultural activity through time, within a defined geographic space or relating to a particular group.

**Cultural Resource:** Prehistoric or historic district sites, buildings, objects, or any other physical evidence of human activity considered important to a culture, subculture, or community for a scientific, traditional, religious, or other reason.

**Cumulative Effects:** In NEPA, impacts on the environment that result from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (federal or nonfederal) or person undertakes such other actions.

**Daily interest:** The total interest divided by the number of days in the first coupon, each month is calculated as thirty (30) days and an assumed year of three hundred sixty days (360).

**Date of Commencement:** The date specified in the Work Order as the date upon which the Contractor is authorized to begin work.

**Declaration of Taking:** The document filed by the AOC with a court of competent jurisdiction to obtain

specified rights, title, or interest in property. Upon filing of the Declaration of Taking and making a deposit of money (appraised value of the property) with the court, title vests in the state government.

**Design Service Provider:** The architectural or engineering firm, which prepares or has prepared the drawings and specifications as the Design Service Provider in accordance with Rule of Administrative Procedure Part X. Also referred to as the Architect-Engineer (A-E).

**Determination of Availability:** A written report stipulating that a certain kind or type of real estate that is not currently being utilized, but is not excess to the needs of the controlling command or agency, is available for Court of Justice use.

**Developed:** Descriptive term applied to land, a lot, a parcel, an area that has been built upon, or where public services have been installed prior to residential or commercial construction.

**Direct Costs:** Direct materials, direct labor, subcontract costs, and other miscellaneous costs such as bonding and equipment rentals, that are directly related to and can be specifically attributed to an individual contract.

**Direct Expenses:** All items of expenses directly incurred by or attributable to a specific project, assignment, or task that is directly related to and can be specifically attributed to an individual contract.

**Director:** Director of the Administrative Office of the Courts. The title of the position within the Judicial Branch of Government responsible for the administrative operations of the Court of Justice.

**Disposal:** Any authorized method of permanently divesting the accountable agency from control and responsibility for real property or an interest therein.

**Diversion:** A temporary change in the functional use of all or part of a building, involving no major structural changes or modifications.

**Drawings:** The graphic and pictorial portions of the Contract Documents, wherever located and whenever issued, showing the design, locations, and dimensions of the work, generally including plans, elevations, sections, details, schedules, and diagrams.

**Dominant Estate:** The land that is served or benefited by the existence of an easement on some other land.

**Donation:** Acquisition of real estate through free gift to the Local Agency or to the Commonwealth of Kentucky.

**Easement:** An agreement that grants use of real property for specified purposes for a specific term or in perpetuity for purposes and conditions upon which a public or private agency or individual may grant easements affecting its property. These limitations, plus the fact that the grantor is not excluded from such use of the real property involved, as will not interfere with the grantee's use, normally distinguishes an easement from a lease.

**Easement Appurtenant:** The right of an owner of real estate to use part of another owner's land.

**Easement in Gross:** The right of a person, whether or not an owner of real estate, to use part of another person's land.

**Enclave:** A section of facility, that is not owned or operated by the Court of Justice, that remains as a Court of Justice function.

**Encroachment:** An unauthorized invasion of a fixture, building, or other improvement onto another person's property.

**Endangered Species:** A species that is threatened with extinction throughout all or a significant portion of its range.

**Engineering Services:** Any professional service as defined in KRS 322.010(4) and (5).

**Environmental Assessment (EA):** A document which may be required to identify environmental impacts of a project.

**Environmental Checklist (ECL):** A document which identifies potential environmental impacts of a project.

**Environmental Impact Statement (EIS):** A document required of federal agencies and federal-funded activities by NEPA for major projects or legislative proposals significantly affecting the environment. A tool for decision making, the EIS describes the positive and negative effects of the undertaking and lists alternative actions.

**Equipment-in-Place:** A special category of property consisting of capital equipment (non-consumable personal property that possesses a capital nature and is classified as nonexpendable) and other nonexpendable supplies of a movable nature that are not affixed as an integral part of the facility and may be removed without destroying or reducing the

usefulness of the facility (e.g., electric generators, gas cylinders).

**Excess real estate:** Any real property that is no longer required by a controlling command or agency to perform its assigned mission.

**Excessing** (noun): The process of determining that real estate is not needed by the Court of Justice.

**Excessing** (verb): Reporting excess property to the disposal agency for disposal.

**Exchange:** Acquisition of real estate through transfer of equally valued property.

**Existing Facilities:** Facilities (primary and supporting facilities) which may be currently used by the Court of Justice.

**Extra Work:** Work not part of the existing Contract Documents which is being added to the Contract by Change Order.

**Facilities:** Any interest in land and structure or complex of structures together with any supporting road and utility improvements necessary to support the functions of a Court of Justice activity.

**Facility Construction:** Facility construction includes the acquisition, construction, expansion, rehabilitation, and conversion of facilities for use by the Courts.

**Facilities Inventory Program (FIP):** The AOC database which defines location, occupants, size, and characteristics of a facility. Also, it provides data for future year budgeting. Currently the FIP uses Archibus facilities management software.

**Facility, Active:** A facility currently in use by the Court of Justice.

**Facility, Inactive:** A facility not in current use, but controlled by the Court of Justice.

**Facility Needs:** The nature and scope of a facility required to support a function(s) at a specific point in time.

**Facility Restoration Program (FRP):** A program established by the AOC to meet requirements of CERCLA and SARA (as defined in Section II of this Appendix) that identifies, assesses, and cleans up or controls contamination from past hazardous waste disposal practices and hazardous material spills.

**Fair Market Value:** The highest price estimated in terms of money that a property will bring if exposed for sale in the open market allowing a reasonable time to find a purchaser who buys with knowledge of all the uses to which it is adapted and for which it is capable of being used. It is often referred to as the price at

which a willing seller would sell and a willing buyer would buy, neither being under abnormal pressure.

**Fee Owned:** Real property for which the Commonwealth of Kentucky has all right, title, and interest rather than a partial interest.

**Field Order:** A written order issued by the A-E which clarifies or interprets the Contract Document, or orders minor changes in the Work which do not require a Change Order. (also see: Written Order)

**Final Completion:** The Work is acceptable to the AOC General Manager of Facilities under the Contract Documents and the Contract is fully performed in accordance with the terms and conditions of the Contract Documents and the entire payment balance due the Contractor is due and payable,

**Final Completion Date:** Thirty (30) calendar days from the date established for Substantial Completion.

**Fixture:** Property affixed to walls, floors, and/or ceiling that is so related to real property that a real property interest arises in it (e.g., installed furnace, casework, judges benches, plumbing fixtures, etc.). Does not include building materials.

**Funds:** The terms "AOC funds" or "AOC costs" refers to funding or use of funds appropriated by the General Assembly.

**Furnish:** Supply and deliver to project site, ready for unloading, unpacking, assembly, installation, etc., as applicable in each instance, except as otherwise defined in greater detail.

**GC:** General Contractor.

**General Manager:** General Manager of Facilities (AOC). See AOC General Manager of Facilities.

**Goods (Durable & Non-Durable):** Durable Goods: Non-supply (consumable) Items or equipment used to create necessary work environments. Examples of Durable Goods for facility-related activities primarily include construction materials, repair parts and tools. Non-Durable Goods: Non-supply items required for the operation of the facility. Examples of Non-Durable goods includes; air-filters, light bulbs, extension cords, work clothing, etc.

**Goods and Services:** The execution of work that requires both goods (durable and non-durable) and services. Examples of goods and services includes; repair work, maintenance, rehabilitation of facilities work, painting, minor construction, etc.

**Hazard Ranking System:** A system that provides a uniform method of scoring or ranking of the potential risk of a facility site where a hazardous substance has

been present. EPA developed the HRS to prioritize its cleanup efforts. EPA evaluates the draft HRS packages and proposes any facilities scoring 28.5 or higher for inclusion on the National Priorities List (NPL). Facilities listed on the NPL receive the highest priority for cleanup.

**Hazardous Substance:** A substance or mixture of substances that poses a substantial present or potential risk to human health or the environment; any substance designated by EPA to be reported if a designated quantity of the substance is spilled in the waters of the United States or otherwise released into the environment.

**Hazardous Waste:** A waste or combination of wastes that, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious irreversible illness, or may pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. Regulated under the Resource Conservation and Recovery Act.

**Hazardous Waste Accumulation Area:** An area that may store a hazardous substance for up to 90 days.

**Hazardous Waste Storage Area:** An area that may store a hazardous substance for up to one year.

**Hold Harmless Agreement:** Provides an indemnification whereby a private party agrees to be financially liable for damages resulting from injuries to persons or damages to property arising from governmental activities or other causes.

**Holding Agency:** The State or Local agency with accountability for property.

**Host:** A state or local agency that has management control of facilities and that provides services and/or facilities to another state or local agency.

**Improvements:** Construction activities amounting to more than repair or replacement and costing labor or capital (e.g., walls, fixtures, cabinetry, buildings, pavements, roads, fences, landscaping, and other structures more or less permanently attached to the property).

**Incremental Purchasing/Construction/Projects:** The purchasing of Supplies, Goods, Services, and Goods and Services in parcels in which each parcel does not render a complete and useable function. The incremental development of a function or a project in order to remain below purchasing limits is strictly prohibited.

**Infrastructure (external):** The basic installations and facilities on which the continuance and growth of a locale depend (roads, utilities, power plants, transportation, and communication systems).

**Infrastructure (internal):** The basic systems required to render a facility fully operational (ADP cabling, telecommunications cabling, video cabling, etc.).

**Ingrants:** Property acquired for use by lease, license, or permit.

**Install:** Operations at project site including unloading, storage, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, furnishing, curing, protecting, cleaning and similar operations, as applicable in each instance.

**Installed Building Equipment:** Items of equipment and furnishings, including materials for installation thereof, which are required to make the facility usable and are attached as a permanent part of the structure (e.g., air-conditioning system, elevators, fixed fire protection system).

**Installer:** The entity (person or firm) engaged by Contractor or its subcontractor for performance of a particular unit of work at project site, including installation, erection, application and similar required operations. It is a general requirement that such entities (Installers) be expert in operations they are engaged to perform.

**Invitation for Bids:** All documents, whether attached or incorporated by reference, utilized for soliciting bids in accordance with the procedures set forth in the Program Development component of the Court of Justice Real Property Management Standards.

**Judicial Branch:** The Judicial Branch of Government (other branches are Executive and Legislative). The head elected officer of the Judicial Branch is the Chief Justice of the Supreme Court.

**Lease:** An agreement that grants exclusive possession and use of a definite and certain parcel of land and/or buildings or other property, or part thereof, for a specified period of time, revocable at will or as otherwise provided in the agreement, in consideration of a return of rent.

**Legislative Jurisdiction:** The authority to exercise police power over an area.

**Level repayment schedule:** means a repayment schedule in which the combined amount of principal and interest payments, per fiscal year, for each issue of bonds remains relatively constant (ideally the difference between the lowest fiscal year payment and the highest fiscal year payment is within \$5,000) over the life of the issue.

**Local Public Agency:** Also referred to as "Local Agency" shall have the same meaning given in KRS 45A.345.

**Local Agency:** See Owner

**License:** A license is a bare authority to do a specified act or acts upon the property of the licensor without acquiring any estate. The principal reason for a license is to authorize an act. If there is no license, the act is a trespass.

**Life Cycle Cost Analysis:** An analysis of the economic feasibility of a feature or system which results in a determination as to whether any increase in initial construction cost due to inclusion of the feature or system would be recouped during its lifetime by decreases in operating and/or maintenance costs, when calculated in discounted dollars and using documentable current local fuel cost and escalation forecasts as prepared by the Legislative Research Commission.

**Maximum annual repayment amount:** The maximum aggregate total of annual payments for all bonds issued for a particular court facility in which the Court of Justice has participated

**Memorandum of Understanding (MOU):** an agreement between the Court of Justice and the Owner required prior to submission of a project for Legislative funding consideration.

**Mitigation:** A method or action to avoid, minimize, rectify, reduce, or compensate for program or project impacts.

**MOU:** See Memorandum of Understanding

**N/A:** Not applicable.

**National Pollutant Discharge Elimination System (NPDES):** A provision of the Clean Water Act that prohibits discharge of pollutants into waters of the United States unless a permit is issued by the Commonwealth of Kentucky for the EPA.

**Native Americans:** Used in the collective sense to refer to individuals, bands, or tribes that trace their ancestry to indigenous populations of North America prior to Euro-American contacts.

**Non-Courts Facilities:** All facilities which are not supported with AOC funding.

**Non-Excess Property:** Property required for an agency mission but proposed for sale to obtain proceeds in an amount sufficient to fund acquisition or replacement land or facilities.

**Non-Proprietary:** See Proprietary.

**Nonusable Condition:** Used to describe a facility as unserviceable, because it has deteriorated to the extent that it needs extensive restoration or it is a danger to the health and safety of personnel or to equipment.

**Not Utilized:** Refers to an entire property or portion thereof, with or without improvements, not occupied for current program purposes of the accountable executive agency, or occupied in caretaker status only. Real property not utilized is to be declared excess.

**Not Being Put to Optimum Use:** Refers to an entire property or portion thereof, with or without improvements, which (1) even though utilized for current program purposes of the accountable executive agency is of such nature or value, or is in such a location that it could be utilized for a different significantly higher and better purpose, or (2) the costs of occupying are substantially higher than would be applicable for other suitable properties that could be made available to the accountable executive agency through transfer, purchase, or lease with total net savings to the Court of Justice after consideration of property values as well as costs of moving, occupancy, efficiency of operations, environmental effects, regional planning, and employee morale. Real property not being put to optimum use is to be declared excess.

**NIC:** Not in Contract

**Operations and Maintenance (O&M):** Functions and services required for a facility to support Court of Justice activities as authorized by the Real Property Management Standards and the Memorandum of Understanding.

**Option:** The right to purchase real estate at a specified price during a stipulated period of time.

**Outgrant:** An authorization for use of Court of Justice real property controlled by the AOC to other local or state agencies. Types of outgrants include leases, licenses, permits, easements, and consents.

**Owner:** The government agency (Local Agency), which has legal title to the property. For project development, see Owner's Agent and Project Development Board.

**Owner Furnished - Contractor Installed (OFCI):** Equipment or components of a system that are purchased by the Owner and furnished to the Trade Contractor for installation in the project. The Contractor shall receive, store, protect, install, connect, and test each item unless otherwise indicated.

**Owner Furnished - Owner Installed (OFOI):** Equipment or components of a system that are

purchased, furnished, and installed by the Owner or his vendors.

**Owner's Agent:** A government agency, or in the facility development process, the Project Development Board, other than the Owner, which has authority to approve, execute and manage work and contracts relating to the proposed construction. See Project Development Board.

**PCB-Contaminated Equipment:** Equipment that contains a concentration of polychlorinated biphenyls (PCBs) from 50 to 449 parts per million or greater. Disposal and removal are regulated by EPA.

**PDB:** Project Development Board.

**Permit:** Temporary authorization conferred on one government agency to use property under the jurisdiction of another government agency. Rent or reimbursement for Operations and Maintenance costs is usually offered for this privilege.

**Personal Property:** Any property not considered real property. Personal property includes all property except land and fixed-in-place buildings, and records of the Court of Justice.

**Phase (A, B, and C) Reviews:** The General Manager of Facilities or his or her designee executes reviews of design documents near the end of design Phases A, B, and C. The role of the AOC includes providing design input and reviews of designs and design related products to insure adherence to Court of Justice Rules of Administrative Procedure during Phase (A, B, and C) Reviews.

**Polychlorinated Biphenyls (PCBs):** Any of a family of industrial compounds produced by chlorination of biphenyl. These compounds are noted chiefly as an environmental pollutant that accumulates in organisms and concentrates in the food chain with resultant pathogenic and teratogenic effects. They also decompose very slowly.

**Portable Building:** A building designed and constructed to be easily dismantled to facilitate economical movement from one site to another.

**Potable Water:** Water that is suitable for drinking.

**Prehistoric:** The period of time before the written record.

**Prevailing Wage:** Please see Wage Grade.

**Primary Facility:** The building, including all mechanisms, devices and fixtures required to make the building fully functional.

**Program Document:** The document prepared or approved by the Court of Justice in conjunction with the

Local Agency, which details the nature, scope, and budget of a construction project or proposed construction project.

**Project Proponent:** Typically the Court of Justice and the Local Agency (owner) share proponent duties. For some concerns, such as environmental, budgeting, and programming, the entity which has the most adequate applicable resources shall execute the necessary duties. In the event that neither entity has adequate resources, a service provider may be used to execute required tasks.

**Project Development Board (PDB):** A board of local and state-at-large members, which is created to execute the development of a court facility. A Project Development Board, during facility development, acts as the Owner's Agent and an agent for the Court of Justice. Project Development Board authority, duties, responsibilities, and procedures are defined and detailed in Court of Justice Rule of Administrative Procedure Part X, Section 1, titled Construction Program Development.

**Project.** Any capital improvement project, study, plan, survey, or new or existing program activity of a political subdivision that requires architectural or professional engineering services and all required construction described in or reasonably inferred by the plans, specifications, and other related bid documents.

**Provide:** Furnish, install, and pay for.

**Proprietary:** A supply, good or service, which may only be procured from one source or is manufactured by only one company. However, items (supplies, goods, or services) which must; "match" like items or systems within a facility, maintain compatibility with relational systems; or must require similar maintenance and repair supplies goods and services are considered "Non-Proprietary".

**Public Benefit Discount Conveyance:** A method of disposal of government real property by which state or local government entities may obtain property at less than fair market value. Such conveyances are sponsored by federal agencies for uses that benefit the public, such as use of property for educational purposes, parks, recreation, wildlife conservation, or public health.

**Purchase:** Acquisition of real estate through buying for a mutually agreed price between a willing buyer and a willing seller.

**Qualification Statement:** Federal form SF254 and any other supporting documents that present a firm's qualifications and performance data. All references to the Federal Government should be considered to be "the Commonwealth of Kentucky Court of Justice". Block 9 SF254, "Direct Federal contract work" shall be

considered Direct Federal, State and Local Government work.

**Radon:** A colorless, naturally occurring, radioactive, inert gaseous element formed by radioactive decay of radium in soil or rocks.

**Real Estate:** Includes land and interests therein, leaseholds, standing timber, buildings, improvements, and appurtenances thereto. It also includes buildings, warehouses, basements, utility systems, rights-of-way, and easements, whether temporary or permanent, and improvements permanently attached to and ordinarily considered real estate. Sand, gravel, and stone-quarried products in their natural state are real estate. Land includes minerals in their natural state and standing timber; when severed from the land, these become personal property. Rights and interest include leaseholds, easements, rights-of-way, water rights, air rights, and rights to lateral and subjacent support. Installed building equipment is considered real estate until severed. Equipment in place is considered personal property. The terms "real estate" and "real property" are synonymous and interchangeable.

**Real Property:** See definition of real estate.

**Record Drawings:** The documents which are maintained by the Construction Contractor as that detail the actual and dimensional "as-built" condition of the facility. At project completion, Record Drawings to be delivered to the Local Agency and the AOC General Manager of Facilities shall be a digital compilation of the Contractor's detailed information submitted in United States National CAD Standard format on two (2) Compact Disks (CD), and a transparency set of the working drawings and specifications, with all record information included.

**Record of Decision (ROD):** A document prepared by the Court of Justice that articulates the reasoning behind a decision. RODs are essential documents in NEPA and in the CERCLA cleanup process.

**Rehabilitation:** The labor and materials required to make existing primary and or supporting facility(ies) useable for an existing occupant. Rehabilitations include projects which change the capability of the primary facility(ies). Minor rehabilitations are valued at less than 20-percent of the replacement cost of the facility. Major rehabilitations are valued from 20 to 60-percent of the replacement cost of the facility. New construction must be considered for rehabilitations estimated to cost over 60 percent of the replacement cost of a facility.

**Relocatable Building:** A building designed for the purpose of being readily moved, erected, disassembled, stored, and reused (e.g., trailer-type building but not mobile trailer). Usually considered personal property but in certain instances is on the real property account.

**Remedial Investigation (RI):** An investigation performed to fully define the nature and extent of contamination at a site and evaluate possible methods of cleaning up the site. During the investigation, groundwater, surface water, soil, sediment, and biological samples are collected and analyzed to determine the type and concentration of each contaminant. Samples are collected at different areas and depths to help determine the spread of contamination.

**Removal Action:** In the event of an immediate threat or potential threat to human health or the environment, a short-term mitigating or cleanup action may be implemented. The goal of the removal action is to isolate the contamination hot spots and their source from all biological receptors. Often, removal actions do not completely clean up a site, and additional remediation steps are required.

**Renovation:** The labor and materials required to render an existing primary facility(ies) useable for an existing occupant for existing function(s). Renovations do not include projects which change facility capability(ies) and/or occupants (See Adaptation). Minor renovations are valued at less than 20-percent of the replacement cost of the facility. Major rehabilitations are valued from 20 to 60-percent of the replacement cost of the facility. New construction must be considered for renovations estimated to cost over 60 percent of the replacement cost of a facility.

**Replacement:** Reconstruction of a real property facility destroyed or damaged beyond the point at which it may be economically repaired. Complete replacement is classified as construction.

**Request for Quotation (RFQ):** The instrument, including all documents, whether attached or incorporated by reference, in which the Court of Justice solicits vendors for supplies, goods, services, or goods and services in accordance with the procedures set forth in KRS 45A.085, 45A.090, 45A.095, or 45A.100.

**Restrictive Covenant:** An agreement contained in a deed or lease that restricts the use and occupancy of real property.

**Right of Entry:** A form of license, typically to perform surveys and exploration work or for construction prior to acquisition or lease of land. Rental is not usually offered for this privilege.

**Runoff:** The noninfiltrating water entering a stream or other conveyance channel shortly after a rainfall event.

**Screening:** AOC's circulating of a notice that real property under its control is no longer needed,

thereby allowing other agencies to indicate their firm requirement for its use and to request its transfer.

**Services:** The execution of work, including necessary supplies and non-durable goods, is considered a service. Services includes, but not limited to: snow & ice removal, custodial work, preventative maintenance, design work, instruction, etc.

**Servient Estate:** The land on which an easement exists that benefits other land.

**Shop Drawings:** Drawings, diagrams, schedules and other data specially prepared for the work by the Contractor or any subcontractor, manufacturer, supplier or distributor to illustrate some portion of the work.

**Soil Type:** A category or detailed mapping unit used for soil surveys based on phases or changes within a series (e.g., slope, salinity).

**Solid Waste Management:** Supervised handling of waste materials from the source through recovery processes to disposal.

**State Historic Preservation Officer (SHPO):** The official within each state, authorized by the state at the request of the Secretary of the Interior, to act as a liaison for purposes of implementing the National Historic Preservation Act.

**Subcontractor:** The person, company or corporation having a direct contract with the Contractor for the performance of a part of the work

**Substantial Completion:** The date, thirty (30) days prior to Final Completion, as certified in writing by the A-E, the project is at a level of completion in strict compliance with the Contract, and necessary approval by public authorities has been granted, such that the Owner and the Court of Justice can enjoy beneficial use or occupancy and use, operate, and maintain it in all respects, for its intended purpose. Partial use or occupancy of the Project shall not result in the Project being deemed substantially complete and such partial use or occupancy shall not be evidence of Substantial Completion.

**Superintendent:** The staff member charged with the responsibility to manage, execute, supervise, review, inspect all activities relating to the completion of a facilities related task, project or program.

**Support Code:** Identifies the Court of Justice or Administrative Office of the Courts occupant(s) of a facility.

**Supporting Facilities:** All required items except the Primary Facility (building). Supporting facilities include, but are not limited to: site preparation, fine grading and seeding, planting, paved parking and parking structures, paved aprons, curbs, walkways,

detached facility signage, utilities, security lighting and fencing (or barriers), flagpole, and lawn sprinkler systems.

**Surface Danger Zone:** The area designated on the ground of a construction or demolition, to include associated safety areas, for the vertical and lateral containment of fragments, debris, and components resulting from construction or demolition, including explosives.

**Surface Water:** All water naturally open to the atmosphere and all wells, springs, or other collectors that are directly influenced by surface water.

**Surplus Real Estate:** Any excess real property not required for the needs and discharge of the responsibilities of all federal agencies, as determined by the GSA Administrator.

**State:** The Commonwealth of Kentucky.

**Tenant:** A unit or activity of a state or local agency that receives services and occupies facilities provided by another state or local agency through a mutually developed written agreement.

**Threatened Species:** Plant and wildlife species likely to become endangered in the foreseeable future.

**Transfer:** Change of jurisdiction over real property from one state or local agency to another. A transfer accords permanent irrevocable use of land coupled with the authority to control and regulate all aspects of the land.

**U.S. Environmental Protection Agency:** Referred to as the "EPA". In the Commonwealth of Kentucky, the Cabinet for Natural Resources and Environmental Protection acts on behalf of the EPA as the independent agency established in 1970 to regulate state and federal environmental matters and oversee the implementation of state and federal environmental laws.

**Underutilized:** The term "underutilized" refers to an entire property or portion thereof, with or without improvements, that is used only at irregular intervals or intermittent periods by the accountable executive agency for current program purposes of that agency, or is used for current program purposes that can be satisfied by only a portion of the property. Underutilized real property is to be declared excess.

**Utilization Survey:** An on-site survey of a facility to determine whether real property is being adequately utilized to justify retention.

**Vacated Premises:** Property from which all Court of Justice personnel and functions have been vacated.

**Value Change Orders:** The primary objective of Value Change Orders is to minimize construction time and costs while maintaining or increasing project quality. "Value Change Orders", with supporting quantifiable documentation and justification tendered by the A-E and Construction Manager must:

- ☐ Insure equal or better performance,
- ☐ Insure equal or better durability,
- ☐ Insure equal or better aesthetic appearance,
- ☐ Insure equal or less life cycle (maintenance and repair) costs,
- ☐ Have the written endorsement of the A-E,
- ☐ Have the written approval of the AOC General Manager of Facilities, and
- ☐ Must reduce construction costs.

**Value Engineering:** The comparison of short term cost savings to increased long term costs.

**Wage Grade:** Contractor and Subcontractor must comply with the (prevailing) wage grade determinations and reporting requirements in accordance with the "Act Relating to Contracts for Public Works," KRS 337.505 to 337.550.

**Wetlands:** Areas that are inundated or saturated with surface water or groundwater at a frequency and duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soil. This classification includes swamps, marshes, bogs, and similar areas. Jurisdictional wetlands are those wetlands which meet the vegetation, soils, and hydrology criteria under normal circumstances (or meet the special circumstances as described in the U.S. Army Corps of Engineers' 1987 wetland delineation manual where one or more of these criteria may be absent) and are a subset of "waters of the United States."

**Work:** Construction and services required by the Contract Documents, whether completed or partially completed, and includes all labor, supervision, administration, materials, equipment, services, and things provided or to be provided by the Contractor to fulfill the Contractor's obligations.

**Work Order:** A written notice by the Owner to the Contractor, authorizing the Contractor to commence Work under the Contract and establishing the Date of Commencement from which the date required for Substantial Completion and Final Completion shall be established.

**Written Order:** A "field order" issued by the Architect, which clarifies or interprets the Contract Documents or orders minor changes in the work which does not require a change order.



**Zoning:** The division of a municipality into districts for the purpose of regulating land use, types of buildings, required yards, necessary off-street parking, and other prerequisites to development. Zones are typically shown on a map, and the text of the zoning ordinance specifies requirements for each zoning category.

## SECTION II. Summary of Commonwealth of Kentucky Statutes

### **26A.090 Definitions for KRS 26A.090 to 26A.115.**

As used in KRS 26A.090 to 26A.115, unless the context otherwise requires:

(1) "Operating costs allowance" means compensation equivalent to the annual expenses borne by the unit of government for utilities, janitorial service, rent, insurance, and necessary maintenance, repair, and upkeep of the court facility which do not increase the permanent value or expected life of the court facility, but keeps it in efficient operating condition, and, at the election of the Administrative Office of the Courts, capital costs of interior or mechanical renovations for the benefit of the court.

(2) "Use allowance" means compensation equal to four percent (4%) annually of the total original capital costs and the cost of capitalized renovation of the court facility, except that if indebtedness has been incurred in respect to such capital costs at an interest rate equal to or greater than seven percent (7%), compensation shall be at a rate of eight percent (8%) annually of that portion of the capital costs for which the rate applies. For refinanced projects constructed or renovated prior to July 1, 1994, the use allowance payment shall not change for the term of the original bond issue, unless there is a change in the space occupied. For court facilities renovated or constructed after July 1, 1994, "use allowance" means the court's proportional share of the annual principal and interest cost in connection with the renovation or construction, but not to exceed eight percent (8%) annually of capital costs, or, if there is no debt, four percent (4%) annually of capital costs. Beginning with court facility construction or renovation projects authorized by the 2000 Regular Session of the General Assembly, "use allowance" means the court's proportional share of the annual principal and interest costs in connection with the construction or renovation of the facility, not to exceed the authorized annual use allowance.

(3) "Capital costs" means the costs borne by the unit of government, excluding grants, conditioned by the grantor agency specifically for court facility construction or renovation, for acquisition of property and for construction and capitalized renovation including interest accruing during construction or renovation, but no other interest of each court facility. If capital costs are not documented, reasonable estimates provided by qualified appraisers will suffice. After July 14, 2000, capital costs, for the purpose of computing the maximum annual use allowance, shall not exceed the project scope as authorized by the General Assembly in the judicial branch budget or as increased and approved under KRS 26A.164.

(4) "Capitalized renovation" means all remodeling involving the structural or mechanical systems, except for remodeling that involves substantial demolition of the original structure. Remodeling involving

substantial demolition of the original structure shall constitute construction resulting in a new court facility.

(5) "Unit of government" means a county, city, urban-county government, special district, or corporate entity created for the purpose of constructing or holding title to a court facility.

(6) "Court facility" means the land and buildings owned or operated by a unit of government in which space for the court of justice is provided. Judges' benches, jury and witness boxes, and fixed seating shall be considered as permanent building fixtures.

(7) "Court facilities standards committee" means a committee consisting of the Chief Justice or his designee; one (1) judge each of the Court of Appeals, the Circuit Court, and the District Court appointed by the Supreme Court; the president of the Circuit Clerks' Association; the chairmen of the House and Senate Judiciary Committees of the General Assembly; the secretary of the Finance and Administration Cabinet; the director of the Administrative Office of the Courts; and a county judge/executive appointed by the Governor. Each appointed member shall serve for a term of four (4) years from the date of his appointment or until he vacates the office in respect to which he was appointed, whichever is earlier.

**Effective:** July 14, 2000

**History:** Amended 2000 Ky. Acts ch. 496, sec. 1, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 28, sec. 1, effective March 6, 1998. -- Amended 1994 Ky. Acts ch. 294, sec. 1, effective July 1, 1994. -- Amended 1982 Ky. Acts ch. 449, sec. 2, effective July 15, 1982. -- Created 1978 Ky. Acts ch. 336, sec. 1, effective July 1, 1978.

### **26A.130 Conveyance of court facility to Commonwealth.**

A court facility which is entirely dedicated to Court of Justice purposes may be conveyed to the Commonwealth for court purposes with or without consideration. Provided, however, that no such conveyance shall be accepted by the Commonwealth unless the Administrative Office of the Courts has certified its agreement to maintain the facility.

**Effective:** July 15, 1982

**History:** Created 1982 Ky. Acts ch. 449, sec. 5, effective July 15, 1982.

**26A.160 Design, financing, and construction of court facilities -- Rules of procedure and guidelines -- Oversight -- Financing requirements -- Project standards -- Application.**

(1) The Chief Justice shall establish rules of procedure or guidelines on matters relating to the design, financing, and construction of court facilities. The rules or guidelines shall encompass:

(a) The duties and responsibilities of the Administrative Office of the Courts under this section;

(b) Criteria for evaluating the feasibility or practicability of various contracting or construction methods;

(c) A project management system for managing, monitoring, and reporting on projects through all phases from funding to completion, including change-order procedures;

(d) Assistance to counties in evaluating proposals for architectural, construction, or other professional services;

(e) Methods for financing energy savings projects, Americans with Disabilities Act projects, and other improvement projects;

(f) Kentucky standards for court facilities, including detailed requirements for space, construction, interior and exterior finishes, structural and mechanical systems, fixed and moveable furniture and equipment, and maximum unit cost for court facilities throughout the Commonwealth; and

(g) The maintenance and operation of court facilities after construction.

(2) The Administrative Office of the Courts shall oversee the design, financing, and construction of court facilities. The Administrative Office of the Courts shall:

(a) Assess the need for court facilities construction or renovation throughout the Commonwealth. The assessment shall consider the age, space adequacy, projected needs, structural soundness, mechanical and electrical systems, security needs, and interior and exterior quality of existing court facilities;

(b) Develop a project program for the construction or renovation of court facilities that the Administrative Office of the Courts determines to be most in need of construction or renovation, based on the needs assessment required under paragraph (a) of this subsection. The project program shall detail a complete and specifically defined court facilities project that conforms to the Kentucky standards for court facilities established under paragraph (f) of subsection (1) of this section, and shall include itemized space requirements, space relationships, design goals, scope limits, site considerations, cost estimates, and a proposed project budget;

(c) Establish the financial condition of any county that contains a court facility for which a project program under paragraph (b) of this subsection has been developed to determine the county's ability to participate in the proposed project. The Administrative Office of the Courts may discharge this responsibility by obtaining certification of the county's financial

condition from the Department for Local Government, under KRS 147A.021(5);

(d) Develop a prioritized list, with cost estimates, based on land availability and the considerations required by this section, of proposed court facilities projects, and submit the list to the Chief Justice for approval and to the Court Facilities Standards Committee for informational purposes only. Upon approval by the Chief Justice, the Administrative Office of the Courts shall submit the prioritized list to the Capital Planning Advisory Board, by April 15 of each odd-numbered year, in accordance with KRS 7A.120; and

(e) Develop and maintain uniform contracts to be used by local units of government when procuring architectural, construction, financial, or other services relating to court facilities projects authorized by the General Assembly.

(3) Before the Administrative Office of the Courts submits a budget request for court projects under KRS 48.050, each local unit of government that is expected to participate in financing a requested court project shall enter into a written memorandum of agreement with the Administrative Office of the Courts. Each county with a court project authorized by the 2000 General Assembly shall enter into a written memorandum of agreement with the Administrative Office of the Courts. The agreement shall be developed by the Administrative Office of the Courts, shall specify the rights, duties, and obligations of the local unit of government and the Administrative Office of the Courts relating to the project, and shall be contingent upon the project's authorization by the General Assembly.

(4) No contract, and no modification to any contract, relating to the design, financing, or construction of court facilities projects authorized by the General Assembly shall be executed unless first reviewed and approved by the Administrative Office of the Courts.

(5) All court facilities projects, beginning with those authorized by the 2000 General Assembly, shall comply with the Kentucky standards for court facilities established under paragraph (f) of subsection (1) of this section. No other standards shall be used.

(6) This section shall not affect or apply to any contract executed prior to July 14, 2000.

(7) All local units of government or any other entity providing space to the Court of

Justice under KRS 26A.100 shall, consistent with the law, comply with the rules of procedure and guidelines established by the Chief Justice and administered by the Administrative Office of the Courts under this section.

**Effective:** July 14, 2000

**History:** Created 2000 Ky. Acts ch. 496, sec. 2, effective July 14, 2000.

**26A.162 Determination of use allowance --  
Presumption of twenty year bond issue --  
Standards for longer term of issue -- Legislative  
oversight.**

(1) The use allowance in the judicial branch budget recommendation submitted under KRS 48.100 shall be determined as if bonds will be issued for a term of twenty (20) years at the prevailing market rate, computed from the estimated date that the Court of Justice will occupy the facility. If the market rate for the bonds has increased when the bonds are to be sold, the director of the Administrative Office of the Courts may approve an extension in the bond term, up to a total of twenty-five (25) years, but only as necessary to keep the annual use allowance within the budgeted amount. All bonds issued by any local unit of government for court facilities projects shall be limited to the term approved by the Administrative Office of the Courts.

(2) Before approving any bond issue for a term exceeding twenty-five (25) years, the director of the Administrative Office of the Courts shall submit a proposal for the extended term to the Interim Joint Committee on Appropriations and Revenue and the Capital Projects and Bond Oversight Committee. The proposal shall include a statement of the necessity for the extended bond term and the impact of the extended term on the project's budgeted scope and authorized annual use allowance.

(3) Within thirty (30) days after receiving a proposal to extend a bond term beyond twenty-five (25) years, the Interim Joint Committee on Appropriations and Revenue and the Capital Projects and Bond Oversight Committee shall either approve or disapprove the proposal and shall then promptly notify the director of the Administrative Office of the Courts. If either committee disapproves the proposal, the director of the Administrative Office of the Courts shall take one (1) of the following actions and shall notify the committee of its decision in writing within thirty (30) days:

(a) Disapprove and take no further action on the proposal;

(b) Revise the proposal to comply with the committee's objections; or

(c) Determine to approve and proceed with the proposal over the committee's objection.

**Effective:** July 14, 2000

**History:** Created 2000 Ky. Acts ch. 496, sec. 3, effective July 14, 2000.

**26A.164 Court facility use allowance contingency  
fund -- Purpose -- Conditional  
use -- Legislative oversight.**

(1) There is created a court facility use allowance contingency fund. The fund shall consist of money appropriated to it in the judicial branch budget by the General Assembly. Money in the fund shall not lapse but shall be carried forward to the next fiscal year or biennium.

(2) The Court of Justice may agree to increase the budgeted scope of a court project or project pool authorized in a judicial branch budget bill enacted by the General Assembly, and may use the use allowance contingency fund to cover any resulting increase in the budgeted annual use allowance, if and only if:

(a) The appropriate unit of government first submits a proposal for the increase to the Court Facilities Standards Committee, and the Court Facilities Standards Committee approves the increase;

(b) The annual use allowance for the project or project pool, adjusted for the proposed increase in scope, would not exceed the annual use allowance specified for that project or project pool in the multiyear use allowance schedule set out in the judicial branch budget bill or memorandum by more than fifteen percent (15%); and

(c) The requirements of KRS 26A.166 have been met.

**Effective:** July 14, 2000

**History:** Created 2000 Ky. Acts ch. 496, sec. 4, effective July 14, 2000.

**26A.166 Increase in budgeted scope of court  
facility project -- Conditions for  
approval -- Legislative oversight.**

(1) Before the Court of Justice gives final approval to an increase in the budgeted scope of an authorized project or project pool listed in a judicial branch budget bill which would result in an increased use allowance, the director of the Administrative Office of the Courts shall submit a proposal for the increase to the Capital Projects and Bond Oversight Committee at least fourteen (14) days prior to the committee meeting. The proposal shall include:

(a) The multiyear use allowance specified in the judicial branch budget bill or memorandum;

(b) The proposed increase in the use allowance;

(c) The reasons and necessity for the proposed increase;

(d) A statement as to whether or how the proposed use of funds conforms with

the requirements of the law; and

(e) Any other information that the committee requests.

(2) Within thirty (30) days after receiving a proposal to increase the use allowance, the Capital Projects and Bond Oversight Committee shall either approve or disapprove the proposal and shall then promptly notify the director of the Administrative office of the Courts of its decision.

(3) If the Capital Projects and Bond Oversight Committee disapproves the proposal, the director of the Administrative Office of the Courts shall take one (1) of the following actions and shall notify the committee of its decision in writing within thirty (30) days of receiving the committee's notice of disapproval:

(a) Revise the proposal to comply with the committee's objections;

(b) Cancel and take no further action on the proposal; or

(c) Determine to implement the proposal over the committee's objection.

(4) The Administrative Office of the Courts shall report to the Capital Projects and Bond Oversight Committee within thirty (30) days of any action taken by the Court of Justice to approve a scope increase of a project within a pool which would increase the use allowance for that project.

(5) The Capital Projects and Bond Oversight Committee shall maintain records of proposals, findings, decisions, and actions taken under this section. When appropriate, the committee shall provide this information to other legislative committees or to the General Assembly.

**Effective:** July 14, 2000

**History:** Created 2000 Ky. Acts ch. 496, sec. 5, effective July 14, 2000.

#### **26A.168 Reports on status of court facilities projects and contingency fund.**

(1) The Administrative Office of the Courts shall provide to the Capital Projects and Bond Oversight Committee, at the committee's January, April, July, and October regular meetings, a status report on the progress of all incomplete court facilities projects. For each project, the status report shall include:

(a) The project title;

(b) The county in which the project is located;

(c) The scope and use allowance authorized for the project in the judicial branch budget and budget memorandum, and any increases to the scope or use allowance under KRS 26A.164;

(d) The current status of the project;

(e) An explanation of any delay or major change in the project; and

(f) Any other information that the committee requests.

(2) On August 1 of each year, the Administrative Office of the Courts shall prepare a financial report on the court facility use allowance contingency fund for the fiscal year ending on June 30 of that year. The report shall include, with explanations, allotments, expenditures, encumbrances, and the available balance.

**Effective:** July 14, 2000

**History:** Created 2000 Ky. Acts ch. 496, sec. 6, effective July 14, 2000.

#### **147A.021 Department for Local Government -- Powers and duties.**

(1) The Department for Local Government shall have the following powers and duties:

(a) To require any reports from local governments that will enable it adequately to provide the technical and advisory assistance authorized by this section.

(b) To encourage, conduct, or participate in training courses in procedures and practices for the benefit of local officials, and in connection therewith, to cooperate with associations of public officials, business and professional organizations, university faculties, or other specialists.

(c) To request assistance and information, which shall be provided by all departments, divisions, boards, bureaus, commissions, and other agencies of state government to enable the department to carry out its duties under this section.

(d) At its discretion, to compile and publish annually a report on local government.

(2) The Department for Local Government shall coordinate for the Governor the state's responsibility for, and shall be responsible for liaison with the appropriate state and federal agencies with respect to, the following programs:

(a) Demonstration cities and metropolitan development act as amended with the exception of Title I of the Housing and Community Development Act of 1974 as amended through 1981;

(b) Farmers Home Administration;

(c) Veterans Administration Act as amended, as it pertains to housing.

(3) The Department for Local Government shall provide technical assistance and information to units of local government, including but not limited to:

(a) Personnel administration;

(b) Ordinances and codes;

(c) Community development;

(d) Appalachian Regional Development Program;

(e) Economic Development Administration Program;

(f) Intergovernmental Personnel Act Program;

(g) Land and Water Conservation Fund Program;

(h) Area Development Fund Program;

(i) Gas System Restoration Project;

(j) Joint Funding Administration Program;

(k) State clearinghouse for A-95 review;

(l) The memorandums of agreement with the area development districts to provide management assistance to local governments; and

(m) The urban development office.

(4) The Department for Local Government shall exercise all of the functions of the state local finance officer provided in KRS Chapters 66, 68, and 131 relating to the control of funds of counties, cities, and other units of local government.

(5) Upon request of the Administrative Office of the Courts, the Department for Local Government shall evaluate the financial condition of any local unit of government selected to participate in a court facilities construction or renovation project under KRS 26A.160 and shall certify to the Administrative Office of the Courts the local unit of government's ability to participate in the project.

**Effective:** July 14, 2000

**History:** Amended 2000 Ky. Acts ch. 496, sec. 7, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 69, sec. 54, effective July 15, 1998. -- Amended 1994 Ky. Acts

ch. 508, sec. 46, effective July 15, 1994. -- Amended 1984 Ky. Acts ch. 183, sec. 1, effective July 13, 1984. -- Created 1982 Ky. Acts ch. 396, sec. 13, effective July 15, 1982.

**66.480 Investment of public funds -- Limitations --  
Written investment policy --  
Duties of state local debt officer -- Investment pool.**

(1) The governing body of a city, county, urban-county, charter county, school district (provided that its general procedure for action is approved by the Kentucky Board of Education), or other local governmental unit or political subdivision, may invest and reinvest money subject to its control and jurisdiction in:

(a) Obligations of the United States and of its agencies and instrumentalities, including obligations subject to repurchase agreements, if delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian. These investments may be accomplished through repurchase agreements reached with sources including, but not limited to, national or state banks chartered in Kentucky;

(b) Obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States or a United States government agency, including but not limited to:

1. United States Treasury;
2. Export-Import Bank of the United States;
3. Farmers Home Administration;
4. Government National Mortgage Corporation;

and

5. Merchant Marine bonds;

(c) Obligations of any corporation of the United States government, including but not limited to:

1. Federal Home Loan Mortgage Corporation;
2. Federal Farm Credit Banks;
3. Bank for Cooperatives;
4. Federal Intermediate Credit Banks;
5. Federal Land Banks;
6. Federal Home Loan Banks;
7. Federal National Mortgage Association; and
8. Tennessee Valley Authority;

(d) Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations, including surety bonds, permitted by KRS 41.240(4);

(e) Uncollateralized certificates of deposit issued by any bank or savings and loan institution rated in one (1) of the three (3) highest categories by a nationally recognized rating agency;

(f) Bankers' acceptances for banks rated in one (1) of the three (3) highest categories by a nationally recognized rating agency;

(g) Commercial paper rated in the highest category by a nationally recognized rating agency;

(h) Bonds or certificates of indebtedness of this state and of its agencies and instrumentalities;

(i) Securities issued by a state or local government, or any instrumentality of agency thereof, in the United States, and rated in one (1) of the three (3) highest categories by a nationally recognized rating agency; and

(j) Shares of mutual funds, each of which shall have the following characteristics:

1. The mutual fund shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended;

2. The management company of the investment company shall have been in operation for at least five (5) years; and

3. All of the securities in the mutual fund shall be eligible investments pursuant to this section.

(2) The investment authority provided by subsection (1) of this section shall be subject to the following limitations:

(a) The amount of money invested at any time by a local government or political subdivision in one (1) or more of the categories of investments authorized by subsections (1)(e), (f), (g), and (i) of this section shall not exceed twenty percent (20%) of the total amount of money invested by the local government; and

(b) No local government or political subdivision shall purchase any investment authorized by subsection (1) on a margin basis or through the use of any similar leveraging technique.

(3) The governing body of every local government or political subdivision that invests or reinvests money subject to its control or jurisdiction according to the provisions of subsection (1) of this section shall by January 1, 1995, adopt a written investment policy that shall govern the investment of funds by the local government or political subdivision. The written investment policy shall include, but shall not be limited to the following:

(a) A designation of the officer or officers of the local government or political subdivision who are authorized to invest and oversee the investment of funds;

(b) A list of the permitted types of investments;

(c) Procedures designed to secure the local government's or political subdivision's financial interest in the investments;

(d) Standards for written agreements pursuant to which investments are to be made;

(e) Procedures for monitoring, control, deposit, and retention of investments and collateral;

(f) Standards for the diversification of investments, including diversification with respect to the types of investments and firms with whom the local government or political subdivision transacts business;

(g) Standards for the qualification of investment agents which transact business with the local government, such as criteria covering

creditworthiness, experience, capitalization, size, and any other factors that make a firm capable and qualified to transact business with the local government or political subdivision; and

(h) Requirements for periodic reporting to the governing body on the status of invested funds.

(4) Sheriffs, county clerks, and jailers, who for the purposes of this section shall be known as county officials, may, and at the direction of the fiscal court shall, invest and reinvest money subject to their control and jurisdiction, including tax dollars subject to the provisions of KRS 134.300, 134.320, and 160.510, as permitted by this section.

(5) The provisions of this section are not intended to impair the power of a county official, city, county, urban-county, charter county, school district, or other local governmental unit or political subdivision to hold funds in deposit accounts with banking institutions as otherwise authorized by law.

(6) The governing body or county official may delegate the investment authority provided by this section to the treasurer or other financial officer or officers charged with custody of the funds of the local government, and the officer or officers shall thereafter assume full responsibility for all investment transactions until the delegation of authority terminates or is revoked.

(7) All county officials shall report the earnings of any investments at the time of their annual reports and settlements with the fiscal courts for excess income of their offices.

(8) The state local debt officer is authorized and directed to assist county officials and local governments (except school districts) in investing funds that are temporarily in excess of operating needs by:

(a) Explaining investment opportunities to county officials and local governments through publication and other appropriate means; and

(b) Providing technical assistance in investment of idle funds to county officials and local governments that request that assistance.

(9) (a) The state local debt officer may create an investment pool for local governments (except school districts) and county officials; and counties and county officials and cities may associate to create an investment pool. If counties and county officials and cities create a pool, each group may select a manager to administer their pool and invest the assets. Each county and each county official and each city may invest in a pool created pursuant to this subsection. Investments shall be limited to those investment instruments permitted by this section. The funds of each local government and county official shall be properly accounted for, and earnings and charges shall be assigned to each participant in a uniform manner according to the amount invested. Charges to any local government or county official shall not exceed one percent (1%) annually on the principal amount invested, and charges on investments of less than a year's duration shall be

prorated. Any investment pool created pursuant to this subsection shall be audited each year by an independent certified public accountant, or by the Auditor of Public Accounts. A copy of the audit report shall be provided to each local government or county official participating in the pool. In the case of an audit by an independent certified public accountant, a copy of the audit report shall be provided to the Auditor of Public Accounts, and to the state local debt officer. The Auditor of Public Accounts may review the report of the independent certified public accountant. After preliminary review, should discrepancies be found, the Auditor of Public Accounts may make his own investigative report or audit to verify the findings of the independent certified public accountant's report.

(b) If the state local debt officer creates an investment pool, he shall establish an account in the Treasury for the pool. He shall also establish a separate trust and agency account for the purpose of covering management costs, and he shall deposit management charges in this account. The state local debt officer may issue regulations, pursuant to KRS Chapter 13A, governing the operation of the investment pool, including but not limited to provisions on minimum allowable investments and investment periods, and method and timing of investments, withdrawals, payment of earnings, and assignment of charges.

(c) Before investing in an investment pool created pursuant to this subsection, a local government or county official shall allow any savings and loan association or bank in the county, as described in subsection (1)(d) of this section, to bid for the deposits, but the local government or county official shall not be required to seek bids more often than once in each six (6) month period.

(10) (a) With the approval of the Kentucky Board of Education, local boards of education, or any of them that desire to do so, may associate to create an investment pool. Each local school board which associates itself with other local school boards for the purpose of creating the investment pool may invest its funds in the pool so created and so managed. Investments shall be limited to those investment instruments permitted by this section. The funds of each local school board shall be properly accounted for, and earnings and charges shall be assigned to each participant in a uniform manner according to the amount invested. Charges to any local school board shall not exceed one percent (1%) annually on the principal amount invested, and charges on investments of less than a year's duration shall be prorated. Any investment pool created pursuant to this subsection shall be audited each year by an independent certified public accountant, or by the Auditor of Public Accounts. A copy of the audit report shall be provided to each local school board participating in the pool. In the case of an audit by an independent certified public accountant, a copy of the audit report shall be provided to the Auditor of Public Accounts, and to the Kentucky Board of Education. The Auditor of Public Accounts may review the report

of the independent certified public accountant. After preliminary review, should discrepancies be found, the Auditor of Public Accounts may make his own investigative report or audit to verify the findings of the independent certified public accountant's report.

(b) The Kentucky Board of Education may issue administrative regulations governing the operation of the investment pool including, but not limited to, provisions on minimum allowable investments and investment periods, and methods and timing of investments, withdrawals, payment of earnings, and assignment of charges.

**Effective:** July 15, 1998

**History:** Amended 1998 Ky. Acts ch. 554, sec. 3, effective July 15, 1998. -- Amended 1996 Ky. Acts ch. 362, sec. 6, effective July 15, 1996. -- Amended 1994 Ky. Acts ch. 275, sec. 1, effective July 15, 1994; and ch. 508, sec. 39, effective July 15, 1994. -- Amended 1990 Ky. Acts ch. 291, sec. 2, effective July 13, 1990; and ch. 476, Pt. V, sec. 298, effective July 13, 1990. -- Amended 1988 Ky. Acts ch. 393, sec. 3, effective July 15, 1988. -- Amended 1986 Ky. Acts ch. 261, sec. 1, effective July 1, 1986. -- Amended 1982 Ky. Acts ch. 57, sec. 1, effective March 9, 1982. -- Created 1966 Ky. Acts ch. 205, sec. 1.

**Legislative Research Commission Note (7/15/94).**

This section was amended by 1994

Ky. Acts chs. 275 and 508. Where these Acts are not in conflict, they have been codified together. In cases where stylistic changes made in Acts ch. 508 conflict with substantive changes in Acts ch. 275, the provisions of Acts ch. 275 have prevailed. Cf. KRS 7.123(1).

#### **58.180 Creation of nonprofit corporation to act as an instrumentality of governmental agency in the financing of public projects.**

(1) (a) As used herein, the term "public project" shall have the same meaning as ascribed to such term by KRS 58.010, and the term "public project" shall include, inter alia, but not by way of limitation, public facilities such as sewers, sewage treatment works, water systems, streets, sidewalks and other public ways, both vehicular and pedestrian, parks and recreational and sports facilities, hospitals and health facilities, educational facilities, drainage and reclamation projects, jails, municipal buildings, public docks, wharves and port facilities, solid waste disposal facilities, pollution control systems, mass commuting and transport systems, industrial parks, courthouses and other public buildings, public parking and garage facilities, and other edifices, projects and like things and objects intended for governmental and public purposes.

(b) As used herein, the term "governmental agency" shall mean any division of the Commonwealth which is a municipal corporation and political subdivision of

the Commonwealth of Kentucky, or to which has been delegated the right to exercise part of the sovereign power of the Commonwealth.

(2) Any governmental agency may create a nonprofit corporation pursuant to the provisions of KRS 273.161 to 273.390, inclusive, to act as the agency and instrumentality and the constituted authority of such governmental agency in the acquisition and financing of any public project which may be undertaken by such governmental agency pursuant to the provisions of Kentucky law and thus accomplish a public purpose of such governmental agency. Such corporation, upon direction of such governmental agency, shall be authorized to issue its bonds, notes or other obligations on behalf of such governmental agency for the acquisition and financing of one or more public projects on behalf of such governmental agency, and may pledge for the amortization of such bonds, notes or other obligations all revenues derived from the operation of such public project or public projects, including specifically all revenues derived from the leasing of such public project or public projects directly to the governmental agency upon whose behalf and upon whose direction such bonds, notes or other obligations are issued. Provided, however, that no bonds or other obligations shall be authorized under the provisions of this chapter for the construction or acquisition of telephone, gas or electric facilities.

(3) It shall be provided in any such financing (i) that upon the retirement and discharge of the bonds, notes or other obligations issued by such corporation at the direction of and on behalf of such governmental agency, title to the public project or public projects so acquired shall vest in such governmental agency; (ii) that in the event of default with respect to such bonds, notes or other obligations, the governmental agency shall have the exclusive option to acquire the public project or public projects for the amount required to discharge such bonds, notes or other obligations, and is provided a reasonable time to exercise such option; (iii) that the issuance of such bonds, notes or other obligations shall be directed by and approved by such governmental agency not more than sixty (60) days prior to the date of issue of such obligations; and (iv) that no bonds, notes or other obligations shall be issued by such corporation for and on behalf of such governmental agency except upon express direction of such governmental agency.

(4) Any governmental agency creating a corporation pursuant to this section to act for and on behalf of, and as the agency and instrumentality of, such governmental agency in the acquisition and financing of a public project or public projects shall, at all times either (i) exercise organizational control over such corporation by creating the corporation pursuant to this section, and retain authority at any and all times to alter or change the structure, organization, programs or activities of the corporation, including the power to terminate existence of the corporation, subject to any limitation on the impairment of contracts entered into by such corporation, or shall (ii) exercise supervisory



control over such corporation as may be deemed proper by the governmental agency in the administration of the corporation's activities as a constituted authority of such governmental agency, and as may be required from time to time by federal law in order to qualify the corporation to issue bonds, notes or other obligations on behalf of the governmental agency.

(5) It shall be provided, inter alia, in the articles of incorporation of any such corporation and constituted authority created to act as the agency and instrumentality of a governmental agency and to finance public projects for such governmental agency on its behalf and thereby accomplish a public purpose of such governmental agency, (i) that any net revenues of such corporation beyond those necessary for retirement of indebtedness, or implementation of the public purpose or purposes of the corporation and the governmental agency shall not inure to the benefit of any person other than the governmental agency; (ii) that upon dissolution of the corporation, title to all property owned by such corporation shall vest in the governmental agency; and (iii) that the corporation shall be created and operated solely and only to accomplish one or more of the public purposes of the governmental agency and for the acquisition and financing of public projects for and on behalf of such governmental agency.

(6) The governing body of such corporation shall consist solely and only of the following individuals:

(a) Public officials of the governmental agency as ex officio members; or

(b) Persons appointed by the governmental agency or by public officials of the governmental agency.

**History:** Created 1976 Ky. Acts ch. 334, sec. 1.

#### **424.120 Qualifications of newspapers.**

(1) Except as provided in subsection (2) of this section, if an advertisement for a publication area is required by law to be published in a newspaper, the publication shall be made in a newspaper that meets the following requirements:

(a) It shall be published in the publication area. A newspaper shall be deemed to be published in the area if it maintains its principal office in the area for the purpose of gathering news and soliciting advertisements and other general business of newspaper publications, and has a second-class mailing permit issued for that office. A newspaper published outside of Kentucky shall not be eligible to carry advertisements for any county or publication area within the county, other than for the city in which its main office is located, if there is a newspaper published in the county that has a substantial general circulation throughout the county and that otherwise meets the requirements of this section; and

(b) It shall be of regular issue and have a bona fide circulation in the publication area. A newspaper shall be deemed to be of regular issue if it is published regularly, as frequently as once a week, for at least

fifty (50) weeks during the calendar year as prescribed by its mailing permit, and has been so published in the area for the immediately preceding two (2) year period. A newspaper meeting all the criteria to be of regular issue, except publication in the area for the immediately preceding two (2) year period, shall be deemed to be of regular issue if it is the only paper in the publication area and has a paid circulation equal to at least ten percent (10%) of the population of the publication area. A newspaper shall be deemed to be of bona fide circulation in the publication area if it is circulated generally in the area, and maintains a definite price or consideration not less than fifty percent (50%) of its published price, and is paid for by not less than fifty percent (50%) of those to whom distribution is made; and

(c) It shall bear a title or name, consist of not less than four (4) pages without a cover, and be of a type to which the general public resorts for passing events of a political, religious, commercial, and social nature, and for current happenings, announcements, miscellaneous reading matter, advertisements, and other notices. The news content shall be at least twenty-five percent (25%) of the total column space in more than one-half (1/2) of its issues during any twelve (12) month period.

(d) If, in a publication area there is more than one (1) newspaper which meets the above requirements, the newspaper having the largest bona fide paid circulation as shown by the average number of paid copies of each issue as shown in its published statement of ownership as filed on October 1 for the publication area shall be the newspaper where advertisements required by law to be published shall be carried.

(e) For the purposes of KRS Chapter 424, publishing shall be considered as the total recurring processes of producing the newspaper, embracing all of the included contents of reading matter, illustrations, and advertising enumerated in paragraphs (a) through (d) of this subsection. A newspaper shall not be excluded from qualifying for the purposes of legal publications as provided in this chapter if its printing or reproduction processes take place outside the publication area.

(2) (a) If, in the case of a publication area smaller than the county in which it is located, there is no newspaper published in the area, the publication shall be made in a newspaper published in the county that is qualified under this section to publish advertisements for the county. If the qualified newspaper publishes a zoned edition which is distributed to regular subscribers within the publication area, any advertisement required by law to be published in the publication area may be published in the zoned edition distributed in that area.

(b) If, in any county there is no newspaper meeting the requirements of this section for publishing advertisements for that county, any advertisements required to be published for the county or for any publication area within the county shall be published in a newspaper of the largest bona fide circulation in

that county published in and qualified to publish advertisements for an adjoining county in Kentucky. This subsection is intended to supersede any statute that provides or contemplates that newspaper publication may be dispensed with if there is no newspaper printed or published or of general circulation in the particular publication area.

(3) If a publication area consists of a district, other than a city, which extends into more than one (1) county, the part of the district in each county shall be considered to be a separate publication area for the purposes of this section, and an advertisement for each separate publication area shall be published in a newspaper qualified under this section to publish advertisements for the area.

**Effective:** July 14, 1992

**History:** Amended 1992 Ky. Acts ch. 9, sec. 2, effective July 14, 1992. -- Amended 1984 Ky. Acts ch. 201, sec. 1, effective July 13, 1984. -- Amended 1982 Ky. Acts ch. 180, sec. 1, effective July 15, 1982; and ch. 430, sec. 3, effective July 15, 1982. -- Amended 1960 Ky. Acts ch. 168, sec. 1. -- Created 1958 Ky. Acts ch. 42, s

### SECTION III. Summary of Federal Statutes

**American Indian Religious Freedom Act.** The American Indian Religious Freedom Act of 1978 (AIRFA) states the policy of the United States to protect and preserve for American Indians, Eskimos, Aleuts, and native Hawaiians their inherent rights of freedom to believe, express, and exercise traditional religions. These rights include, but are not limited to, access to sites, use and possession of sacred objects, and freedom to worship through ceremony and traditional rites. They also include the right of tribal leadership to be consulted by federal agencies before burial sites that appear to relate to tribal ancestors are disturbed by agency projects. Regulations implementing AIRFA are located at 43 CFR Part 7.

**Archeological Resources Protection Act.** The ARPA prohibits the removal, sale, receipt, and interstate transportation of archeological resources obtained illegally (without permits) from public or Indian lands and authorizes agency permit procedures for investigations of archeological resources on public lands under the agency's control. The law requires that the Secretaries of the Interior, Agriculture, and Defense and their respective employees and agents develop plans for surveying the lands under their control. Their tasks are to determine the nature and extent of archeological resources, to prepare a schedule for surveying those lands which are likely to contain the most scientifically valuable archeological resources, and to develop documents for reporting suspected violations of the ARPA. The ARPA requires the issuance of permits for authorized professional excavation or removal of archaeological resources. The ARPA imposes civil and criminal penalties for unauthorized excavation, removal, damage, alteration, or defacement of archeological resources or attempt to perform such unauthorized acts. Implementing regulations of the ARPA are contained in 18 CFR Part 1312, 32 CFR Part 229, 36 CFR Part 296, and 43 CFR Part 7.

**Clean Air Act.** The Clean Air Act (CAA) controls the emission of pollutants into the atmosphere. Under the CAA, EPA has established national air standards. These standards, which express concentrations of designated pollutants, are called the National Ambient Air Quality Standards (NAAQS). The NAAQS, uniformly applied throughout the Nation, are time-averaged concentrations of the specified pollutants that cannot be exceeded in the ambient air more than a specified number of times. Standards have been established for the pollutants sulfur dioxide, carbon monoxide, ozone, nitrogen oxides, lead, and inhalable particulate matter. The NAAQS are to be achieved

by the states through state implementation plans, which provide for limitations, schedules, and timetables for compliance with NAAQS by stationary sources and transportation control plans for mobile sources.

Amendments to the Clean Air Act in 1990 introduced, at Section 176© of the act, a requirement that "[N]o department, agency, or instrumentality of the Federal Government shall engage in, support in any way, or provide financial assistance for, license or permit, or approve any activity which does not conform to an implementation plan approved or promulgated. The assurance of conformity shall be an affirmative responsibility of the head of such department, agency, or instrumentality." Conformity to an implementation plan means conformity to an implementation plan's purpose of eliminating or reducing the severity and number of violations of the NAAQS and achieving expeditious attainment of such standards. It further refers to conducting activities so that they will not cause or contribute to any new violation of any standard in any area, increase the frequency or severity of any existing violation of any standards in any area, or delay timely attainment of any standard of any required interim emission reductions or other milestone in any area. Regulations regarding determining conformity of general federal actions to implementation plans appear at 40 CFR Parts 51 and 93.

**Clean Water Act.** Since major amendments in 1977, the Federal Water Pollution Control Act has been known as the Clean Water Act (CWA). This statute, which seeks to restore and maintain the chemical, physical, and biological integrity of the Nation's waters, identifies certain pollutants and sets required treatment levels for those pollutants. The CWA addresses both point source and nonpoint source discharges. Point sources are distinct entities that discharge wastewater with pollutants into rivers or lakes through distinct conveyances such as pipes, ditches, or canals. Nonpoint sources are those which do not discharge wastewater from a discrete conveyance (e.g., agricultural lands, construction sites, parking lots, streets).

Section 402 of the CWA establishes the National Pollutant Discharge Elimination System (NPDES) program. NPDES permits are required for all point source discharges to waters of the United States, including discharges of stormwater associated with industrial activities.

Section 404 of the Clean Water Act contains provisions for protection of wetlands and establishes a permitting process for activities having potential

effects in wetland areas. Wetlands and riverine and open-water systems are considered waters of the United States under section 404 and, as such, fall under the regulatory jurisdiction of the USACE. The USACE's definition of waters of the United States includes all interstate waters and lakes, as well as rivers, streams, mudflats, sandflats, sloughs, prairie potholes, wet meadows, and other wetland communities. Section 404 regulates the discharge of dredge or fill into wetlands, or other waters of the United States, and requires sequencing for proposed impacts. Sequencing requires the avoidance of wetland losses, minimization of impacts, and replacement of unavoidable losses. All development activities that might involve impacts on wetlands, through dredging and filling, require consultation with the USACE. If a given wetland is determined to meet the regulatory definition, either a nationwide permit is issued or an individual permit application is required, depending on the development proposal for fill or land disturbance activities.

Section 401 of the Clean Water Act addresses water quality certification and authorizes the review and conditioning, approval, or denial of federal permits or licenses that might result in discharges to waters of the United States.

**Community Environmental Response Facilitation Act.** In October 1992, Congress amended Section 120(h) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) with the Community Environmental Response Facilitation Act (CERFA)(Public Law 102-426). CERFA establishes new requirements for contamination assessment, cleanup, and regulatory agency notification and concurrence for federal facility transfers.

CERFA requires federal agencies to identify uncontaminated parcels, with regulatory concurrence. It allows transfer by deed of remedied parcels at the point when successful operation of an approved remedy has been demonstrated to EPA.

CERFA requires that the identification consider petroleum products as well as CERCLA hazardous substances. For property that is part of a facility listed on the National Priorities List, the identification cannot be considered complete until the EPA Administrator concurs. For real property not on the National Priorities List, the identification cannot be considered complete until the state concurs.

The law requires an agency transferring parcels identified as uncontaminated to provide a covenant that any response action or corrective action found necessary will be undertaken by the United States. The deed for such parcels must also provide for a right of access to perform any additional response

action, including appropriate investigations. CERFA's objective is to identify real property where no CERCLA-regulated hazardous substances or petroleum products were disposed of or released.

**Comprehensive Environmental Response, Compensation, and Liability Act.** CERCLA, better known as Superfund, addresses cleanup of past hazardous substance sites that pose threats to human health or the environment. The Superfund Amendments and Reauthorization Act of 1986 (SARA) expanded applicability of this law to federal facilities. SARA provides procedures to clean up toxic or hazardous substances at closed or abandoned hazardous substance sites.

Procedures for conducting cleanup are governed by the National Oil and Hazardous Substances Pollution Contingency Plan. Major steps in the cleanup process include preliminary assessment and site investigations of hazardous substance releases, remedial investigation and preparation of feasibility studies for cleanup, a ROD for selecting among cleanup alternatives, and design of remedial measures and implementation of remedial action. The process includes creation and maintenance of an administrative record for public review and notices to the public for review and comment at major junctures.

**Endangered Species Act.** Under the ESA the Commonwealth of Kentucky (by statute) is required to conserve biological or wildlife species that have been federally listed as endangered or threatened. All federal agencies must consult with the U.S. Fish and Wildlife Service (USFWS) to ensure that any actions authorized, funded, or carried out by the agencies are not likely to jeopardize the continued existence of any endangered or threatened species or to result in the destruction of or substantial damage to its critical habitat. This consultation, deriving from Section 7 of the act, is often referred to as the Section 7 consultation process. While this consultation is in progress, an agency must not make an irretrievable commitment of resources to its project. A consultation typically leads to the USFWS's suggestion of alternatives or mitigating measures that can be incorporated into the project, thereby allowing its completion.

The ESA prohibits the taking of endangered fish and wildlife species. Taking includes harassing, harming, pursuing, hunting, shooting, wounding, killing, trapping, capturing, collecting, or attempting to do any of these things. With respect to the taking of endangered plants, it is prohibited to remove or reduce to one's possession any listed species. Under the ESA, the Secretary of the Interior issues regulations to conserve threatened species.

Amendments to the ESA in 1982 allow the Secretary of the Interior to approve "incidental" taking of listed species if, after notice and comment, the Secretary finds that the taking will be incidental, the applicant will exert maximum effort to minimize and mitigate the effects of taking, the applicant will ensure adequate funding for the plan, and the taking will not appreciably reduce the likelihood of survival and recovery of the species in the wild.

**Migratory Bird Treaty Act.** The MBTA (16 U.S.C. 703-712) and its implementing regulations make it unlawful for any person to take (i.e., pursue, hunt, shoot, wound, trap, capture, or collect) any migratory bird without first receiving a permit to do so. Take, under the MBTA, does not include "harass" or "harm" as in the Endangered Species Act and pertains predominately to actions involving the deliberate killing or collecting of species (i.e., not destruction of habitat). The USFWS is responsible for issuing take permits and for enforcing the MBTA and its implementing regulations. Although the MBTA does not provide for incidental take of migratory birds, it does authorize the USFWS to issue "special purpose" permits. These permits are required before any person can lawfully take or otherwise possess migratory birds, their parts, nests, or eggs for any purpose not otherwise covered by the general permit regulations. The USFWS does not have an official policy governing issuance of such permits to federal agencies.

**National Environmental Policy Act (NEPA).** Public Law 91-190, passed by Congress in 1969, established a national policy designed to encourage consideration of the influence of human activities on the natural environment. NEPA also established the Council on Environmental Quality. NEPA procedures require that environmental information be made available to the public before decisions are made.

**National Historic Preservation Act (NHPA).** Implemented by the State Historic Preservation Officer (SHPO). The NHPA protects buildings, sites, districts, structures, and objects that have significant scientific, historic, or cultural value. The act establishes affirmative responsibilities to preserve historic and prehistoric resources. Effects on properties that are on, or eligible for, the National Register of Historic Places must be taken into account in planning and operations. Any property that may qualify for inclusion on the National Register of Historic Places must not be inadvertently transferred, sold, demolished, substantially altered, or allowed to deteriorate.

National Register of Historic Places criteria are those qualities of significance in American history,

architecture, engineering, archeology, and culture present in districts, sites, buildings, structures, and objects of state, local, regional, or national importance. These properties possess integrity of location, design, setting, materials, workmanship, feeling, and association.

Fulfillment of the purposes of the NHPA is assisted through coordination with the Advisory Council on Historic Preservation (ACHP) and with the State Historic Preservation Officer (SHPO).

**Resource Conservation and Recovery Act.** Under the Resource Conservation and Recovery Act (RCRA), EPA defines those substances which are hazardous and regulates their generation, treatment, storage, transportation, and disposal. EPA also establishes technical and performance requirements for hazardous substance management units and exercises responsibility over a permit system for hazardous substance management facilities. RCRA is also the source for regulations pertaining to solid waste management and underground storage tank management.

## **APPENDIX C – Court of Justice Facilities Forms**

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- Certificate of Availability and Commitment of Local Funds
- Soil Bearing Capacity Declaration
- Declaration of Uniformity of Area Soils Conditions
- Standard Request for Proposal for Financial Advisors
- Standard Contract for Financial Advisor Services
- Project Financing Form
- Non-Collusion Affidavit
- Project Development Board A-E Selection Grade Sheet
- Project Development Board Construction Service Provider Selection Grade Sheet
- Project Development Board Availability and Financial Advisor Selection Grade Sheet
- Architectural-Engineering Services Invoice



## Commonwealth of Kentucky Court of Justice

### Certificate of Availability and Commitment of Local Funds

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

THE AMOUNT OF LOCAL FUNDS IS HEREBY DECLARED AVAILABLE AND COMMITTED  
FOR THE PROJECT TITLED: \_\_\_\_\_

TOTALS: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
*Numbers* *Text*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Constitutional Title: \_\_\_\_\_

Local Agency Name: \_\_\_\_\_

#### Witnesses:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



## Commonwealth of Kentucky Court of Justice

### Soil Bearing Capacity Declaration

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROJECT: \_\_\_\_\_

"On the basis of our surface and subsurface investigation, and on generally accepted practices and procedures of the geotechnical engineering profession, I hereby declare to the best of my professional opinion, that the existing soil conditions at the site for this project are of a nature and classification which determine that the undisturbed soils at elevation \_\_\_\_\_ feet (elevation of the bottom of the proposed footing) when considered in conjunction with the supporting capability of the underlying soil strata, are rated at an allowable design bearing capacity of not less than \_\_\_\_\_ pounds per square foot for a spread footing type of building foundation."

Signature: \_\_\_\_\_

Soils Engineer Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm's Name: \_\_\_\_\_

#### **Footnotes:**

1/ A Soil Bearing Capacity Declaration is not required for rehabilitation work, small lightweight facilities, and minor additions when existing soils surveys and/or the performance of the existing building provide the A-E sufficient evidence to make a statement on the preliminary plans stating the justification that additional soils studies are not required for the project.

2/ The wording of this document is not to be changed, since the wording has been reviewed by legal counsel and the Geotechnical Association for proper wording and undue liability for the Soils Engineer.





## Commonwealth of Kentucky Court of Justice

### Declaration of Uniformity of Area Soils Conditions

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROJECT: \_\_\_\_\_

"I hereby declare, on the basis of my knowledge of soil conditions within this area and in conjunction with review of published geological data for this region, that the soil conditions and characteristics existing at the subject site for the proposed project are not peculiar to the site but are, in my judgment, the same type and nature of soils that are prevalent throughout the area (within at least a 5-mile radius of the subject site) to such an extent that it would not be reasonable to expect that the requirement for special foundation and pavement work needed for the proposed facilities at this site could be avoided by relocation of the project to another area within the 5-mile radius."

Signature: \_\_\_\_\_

Soils Engineer Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm's Name: \_\_\_\_\_

**Note:** The wording of this document is not to be changed, since the wording has been reviewed by legal counsel and the Geotechnical Association for proper wording and undue liability for the Soils Engineer.



# **Kentucky Court of Justice**

## **Standard Request for Proposal for Financial Advisors**

The \_\_\_\_\_ County Fiscal Court (the "County") plans to (Choose, as applicable: "Construct", "Renovate", "Adapt", and/or "Expand") the \_\_\_\_\_ Court Facility and to accomplish the financing for the project through the issuance of tax-exempt revenue bonds. The County desires the services of a Financial Advisor to develop a plan of financing, consult and advise County/AOC officials as to current market conditions, and coordinate the sale and delivery of the Bonds. The County is inviting proposals to provide Financial Advisory services.

Interested service providers should submit ten (10) copies of their proposal(s) no later than (Specify DATE/TIME). Proposals received after (Specify DATE/TIME) will not be accepted. It is solely the responsibility of the respondent to meet the deadline and to assure the timely delivery of all proposals. Neither, the Local Agency nor the Project Development Board is responsible for the delivery of proposals. Proposals received after (Specify DATE/TIME) shall not be considered and shall be returned, unopened to the Respondent. Faxed copies and electronic transmissions will not be accepted or considered.

Enter Local Agency, in care of (C/O)  
Project Development Board  
name/address/  
telephone number/FAX number

Each response to the RFP must address all of the following items. Failure to comply with the requirements of the RFP will result in the firm's response not being evaluated by the Project Development Board.

**I. Disclosure**

A. Please respond to the following statements:

1. The Financial Advisor affirms that there is no prior, current, or anticipated commitment, which would interfere with or cause a conflict of interest in representing the County.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

2. The Financial Advisor and/or firm has provided financial advisory services to Kentucky or other similar governmental units for no less than five (5) years.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

3. The Financial Advisor and/or firm shall have a Series 7 Registered Representative, licensed for no less than (5) years, displaying significant involvement with the Court financing project.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

4. The Financial Advisor and/or firm have been involved in transactions of no less than \$100 million issued by local units of government in Kentucky or other similar governmental units during the five (5) most recent calendar years.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

5. The Financial Advisor, other members of the financing team, and the firm are in compliance with Municipal Securities Rulemaking Board ("MSRB") Rules. This includes Rule G-37 ("Political Contributions and Prohibition on Municipal Securities Business").

YES: \_\_\_\_\_

NO: \_\_\_\_\_

6. The Financial Advisor, other members of the financing team, and the firm are registered with applicable Self-Regulatory Organizations ("SROs"), and are not prohibited from conducting Financial Advisory services in the State of Kentucky.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

7. The Financial Advisor, other members of the financing team, and the firm have not been subject to Securities and Exchange Commission ("SEC"), SRO, federal, or state sanctions or disciplinary action including but not limited to censure, limits on operations, suspension, revocation, or refusal of registration, expulsion from the securities business, monetary penalties, criminal convictions, etc.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

8. The Financial Advisor, other members of the financing team, and the firm are not under investigation by the SEC, any SRO, and/or any federal or state government agency.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

9. If asked to assist in the selection of bond counsel, trustees, GIC Providers, or other professional services, the financial advisor agrees to disclose any compensation arrangement between the financial advisor and/or firm and service provider as Attachment A. to this form.

10. If the Financial Advisory firm is not a sole proprietorship, then the firm employs a Municipal Securities Principal (Series 53 Licensed) and General Securities Principal (Series 24 Licensed).

YES: \_\_\_\_\_

NO: \_\_\_\_\_

B. Provide explanations to any "NO" responses.

We certify that the above answers are accurate and complete to the best of our knowledge and realize that answering the above questionnaire falsely will disqualify the Financial Advisor from further participation in the RFP process.

\_\_\_\_\_  
Financial Advisor

\_\_\_\_\_  
Municipal Securities Principal of  
Financial Advisory Firm

## **II. Qualifications - Descriptions of Skills Required to Perform the Services**

A. Discuss the financial advisory experience and range of services over the past five years in financing court facilities construction or similar projects. Include a brief history of your firm and any distinguishing characteristics that would enable your firm to best serve the Project Development Board. Attach covers from at least two Official Statements over the past two years listing your firm as the financial advisor as Attachment B. to this form.

B. Identify the principal contact who would serve as the advisor the County and specifically discuss that individual's experience as principal financial advisor with similar issuers over the last five years.

C. Identify the person in the firm who would provide cash flow and debt structuring analysis and describe that individual's experience providing that service to other similar issuers within the last two years.

D. Provide resumes for all firm members involved in the transaction.

E. Provide at least three references from similar issuers served over the past two years as Attachment C. to this form.

### **III. Additional Required Information:**

A. If it is judged not to be in the best interest of the County to carry the cost of interim financing, then describe the specific steps that will be taken to secure short-term interim financing for the Project Development Board. How would bids be solicited? Describe the success your firm has had with three similar issuers in attracting bids from local banks and institutional and retail firms to underwrite short-term interim financing. Include the number of bids received for each of the three (3) issuers

B. Describe the specific steps that will be taken to secure bids for the reinvestment of bond proceeds. What investments vehicles are recommended? Describe the success your firm has had with three similar issuers in attracting bids. Include the number of bids received for each of the three (3) issuers.

C. Describe the financing structure to be used by the financial advisor. Demonstrate knowledge of Court Facilities Financing guidelines and ways of securing a strong credit rating. How would bids be solicited? As variables such as interest rates are unknown, proposals will not be compared on the basis of projected costs. Proposals incorporating financial advisory fees, which deviate from the Standard Fee Schedule, even if lower, will not be accepted.



# Kentucky Court of Justice

## Standard Contract for Financial Advisor Services

This agreement is entered into between \_\_\_\_\_ County Fiscal Court (including \_\_\_\_\_ County Public Properties Corporation) and (Financial Advisor).

**WHEREAS**, The County plans to construct a new *court facility* to be *occupied and* leased to the Administrative Office of the Courts (AOC), and plans to accomplish the financing for the project through the issuance of tax-exempt revenue bonds (the Bonds) ;and

**WHEREAS**, KRS Chapter 58 grants authority to issue bonds for the purpose of providing funds for such construction; and

**WHEREAS**, The County desires the services of a financial advisor to develop a plan of financing, consult and advise County officials *and* AOC as to current market conditions and coordinate the sale and delivery of the Bonds, has executed a Request For Proposal (RFP) for said services, and has received proposals from a minimum of (enter number) financial advisory organizations; and

**WHEREAS**, the firm of \_\_\_\_\_ represents itself to be qualified, desires to provide professional staff to act as financial advisor to the County, and has been offered the contract pursuant to the RFP;

**NOW, THEREFORE**, in consideration of the following, the parties hereby agree as follows:

## ARTICLE I

### SERVICES OF FINANCIAL ADVISOR

1. Ensure the County's compliance with the Rules of Administrative Procedure of the Court of Justice relating to Court Facilities and the financing thereof.
2. Consult with County, AOC, *legal* counsel, auditors, other consultants and Bond Counsel with respect to the structure of the financing program *including but not limited to size and date of issue, schedule of bond maturities, prior redemption provisions, denomination and timing of sale*; in order to ensure that all legal, technical and financial requirements of the financing plan are met, and to that end will participate in the development of basic legal documents associated with such plan.
3. Review and *advise on* all documents and reports, *including but not limited to the necessary advertising; coordinate with legal counsel the preparation of all minutes, resolutions, notices, leases, ordinances, and other documents required for the authorization, sale, issuance, and delivery of the bonds*
4. Attend any meetings or presentations *and provide required materials* to governmental or regulatory bodies, including the Court Facilities Standards Committee, the Capital Projects and Bond Oversight Committee, the Department of Local Government, and the Interim Joint Committee on Appropriations and Revenue, as requested by the County or the AOC, to assist in the development and governmental or regulatory approval of the Bonds.
5. Participate in and coordinate with the County, AOC, *legal* counsel, auditor, other consultants, and Bond Counsel in the preparation and distribution of preliminary and final forms of the Official Statement to be used in the offering of the Bonds *to interested bidders to attract the widest interest possible*, and *advise and make recommendations* with respect to style, organization and content of materials in the Official Statement.
6. If required, assist the County in an effective presentation before rating agencies in conjunction with *legal* counsel, auditors, other consultants and Bond Counsel with a view toward securing the most favorable credit ratings for the Bonds.
7. Assist the County in conducting informational meetings as appropriate to inform and advise dealers, investors and others of the County's financial plans. The Financial Advisor will not be required to pay travel or other out-of-pocket expenses incurred in connection with such meetings by persons other than employees or representatives of the Financial Advisor.

8. Prior to the final sale of the Bonds, the Financial Advisor will advise the County *and AOC* of the current market conditions and will provide detailed market information.
9. Provide supplemental services in the areas of computer *hardware and software* services, *technical experience to structure the bond issue*, post-sale services and provide direction in the investment of the proceeds of the Bonds.
10. In carrying out this Agreement, the Financial Advisor will make available the full experience of its organizations and will employ its members and prestige so as to represent the County with maximum effectiveness in contacts with the financial community and with investors.
11. Advise in the tabulation and comparison of all bids received and recommend the acceptability of the best and lowest evaluated bid from the standpoint of price and interest in relation to financial conditions existing at the time. The Financial Advisor shall use True Interest Cost ("TIC") as a basis for evaluating bids during the sale of Bonds.
12. Bid all investments to ensure that the County and AOC receive optimal investment earnings and meet the permissible investments as described in KRS 64.480. There must be bids from at least three parties.
13. Provide schedule of construction fund expenditures to meet spend-down requirements, to avoid arbitrage rebate, and permissible investments as described in KRS 66.480. If the draw-down schedule is not followed, then the Fiscal Agent is not accountable.

## **ARTICLE II**

### **OBLIGATIONS OF THE COUNTY**

1. The County agrees to employ a nationally recognized Municipal Bond Counsel firm in connection with the sale of the Bonds.
2. The County shall make available its personnel, staff, counsel, consultants and auditors as required to accomplish the preparation of all documents required to *properly support and legally issue* the Bonds, and shall make available such other information as may be reasonably necessary and advisable in marketing the Bonds. Such information may include, in addition to audited financial statements of the County, unaudited interim financial statements. *The County agrees to work in a cooperative effort with the Financial Advisor toward the sale of the Bonds.*



3. The County affirms that there are no outstanding commitments relating to this proposal that are binding on the County and which would impair the validity of this Agreement.
4. If applicable, the County agrees to comply with Securities and Exchange Commission ("SEC") Rule requirements 15(c)2-12, relating to financial statement and certain event disclosures until the Bonds are paid in full.

### **ARTICLE III FEES**

The Financial Advisor shall be paid by the County from the proceeds of the Bonds to be issued and be compensated as follows:

- \$7,500 shall be permitted as a minimum fee on any amount of bonds issued; otherwise,
- \$11 per \$1,000 on the first million;
- \$10 per \$1,000 on the second million; and
- \$ 6 per \$1,000 on any amount over the second million.

The fee is based upon the amount of bonds actually issued; and, shall include printing of bonds, distribution of the preliminary official statement and the official statement, advertising the bond issue (except national publication charges), all out-of pocket expenses and travel expenses of the Financial Advisor, postage costs and other normal expenses related to the bond closing.

Fee not to include bond and tax counsel fees and additional legal services, national publication charges, title searches, investment advisory services, Guaranteed Investment Contract ("GIC") Provider, County Attorney fees, trustee/registrar/paying agent fees, rating service, underwriter's discount, and credit enhancement, if any.

#### **ARTICLE IV SUBMISSION OF BID**

The County agrees that the Financial Advisor may, but is not obligated to, submit a bid in competition with other potential purchases of the Bonds, provided, however, if the Financial Advisor intends to submit a bid for the Bonds, the Financial Advisor shall advise the County of its intent to do so prior to the publication of any Notice of Sale and such Notice of Sale shall contain a disclosure of any such intention.

#### **ARTICLE V TERM OF CONTRACT**

This Agreement shall commence upon its adoption by the County and extend until such time as the terms of the Financial Advisor's contract are completed. Either party due to the other party's failure to comply with its terms, provided that notice must be given not less than thirty (30) days prior to such unilateral termination, may terminate this Agreement. No such notice of termination, however, shall impair the obligation of the County to pay fees and expenses incurred by it or the obligation of the Financial Advisor to provide the investment banking services described herein including during such thirty (30) day period.

**IN WITNESS HEREOF**, the County has executed this Agreement and attested by its duly authorized officers, and the Financial Advisor has caused this Agreement to be executed in its corporate name. All of the above occurred as of the date first written below.

DATE:

\_\_\_\_\_  
**County**

BY:

TITLE:

\_\_\_\_\_  
**Financial Advisor**

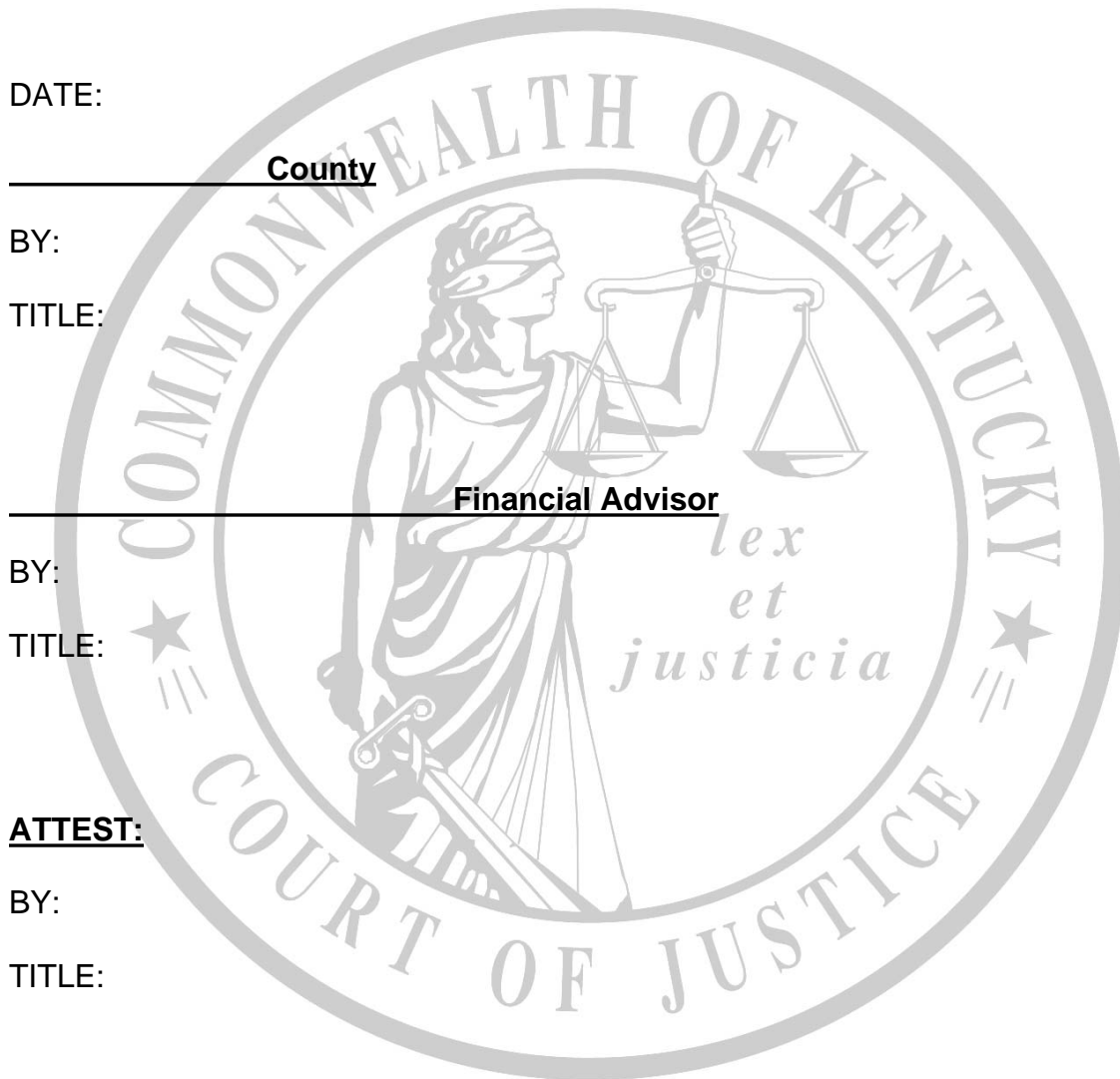
BY:

TITLE:

**ATTEST:**

BY:

TITLE:





# Commonwealth of Kentucky Court of Justice

## Project Financing Form

INTERIM FINANCING: ☐

FINAL FINANCING: ☐

COUNTY: \_\_\_\_\_

DATE: \_\_\_\_\_

### ATTACH PROJECTED DRAW SCHEDULE

	Budget	Interim Financing Proceeds	Final Financing Proceeds	Total
<b>Sources of Funds</b>				
Par Amount of Bonds:				
Equity Contribution (if project is not solely funded by the AOC):				
Other				
Total				
<b>Uses of Funds</b>				
Land				
Site Survey/ Preparation				
Construction Costs:				
Construction Bid:				
Construction Contingency:				
Construction Manager, if applicable:				
Communications/ Network Infrastructure:				
Project Design (Architect-Engineer):				
Deposit to Debt Service Fund:				
Deposit to Capitalized Interest Fund:				
Refunding of Interim Financing				
Par Amount of				



Approval of Interim Financing Plan by Administrative Office of the Courts and Authorization to Proceed with Sale:

AOC Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Approval of Final Financing Plan by Administrative Office of the Courts and Authorization to Proceed with Sale::

AOC Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



**Commonwealth of Kentucky Court of Justice**  
**Non-Collusion Affidavit**

The undersigned agent, being duly sworn, states that neither he or she nor his or her firm has any relationship, either financial or through kinship regarding the

Project Titled: \_\_\_\_\_

to:

**Design or Construction Management Service Providers:**

- ☐ Any member of the Project Development Board or Party having influence on decisions pertaining to the Project.

**Construction Managers:**

- ☐ Any or all prime contractors or material supplies while using the construction management method of constuction.

Architect's Signature: \_\_\_\_\_

Architect's Typed Name/Title: \_\_\_\_\_

Construction Manager's Signature: \_\_\_\_\_

Construction Manager's Typed Name/Title: \_\_\_\_\_

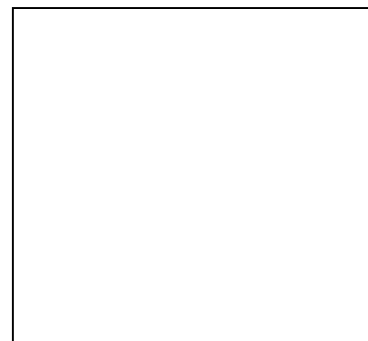
**Subscribed and Sworn to Me this**

\_\_\_\_\_ day of

\_\_\_\_\_, 20 \_\_\_\_

My Commission expires:

\_\_\_\_\_, 20 \_\_\_\_



Notary Seal



## Commonwealth of Kentucky Court of Justice

### Project Development Board A-E Selection Grade Sheet

Project: \_\_\_\_\_

Date: \_\_\_\_\_

A-E: \_\_\_\_\_

Topic		Point Value*	Score**
1	Capability (qualified staff)		
2	Individual Team Members & Consultants		
3	Current Work Load & Project Timeline		
4	Experience (similar size/scope projects)		
5	Knowledge of Court Facilities		
6	Change Order History		
7	Budget Compliance History		
8	Presentation		
Totals		100	

\* Example Point Values, Board may elect to change these values.

\*\* Score within Point Value range, with higher scores being more qualified and lower scores being less qualified. Possible 100-point score.





**Commonwealth of Kentucky Court of Justice**  
**Project Development Board**  
**Construction Service Provider Selection**  
**Grade Sheet**

Project: \_\_\_\_\_

Date: \_\_\_\_\_

A-E: \_\_\_\_\_

		Point Value*	Score**
Topic			
1	Capability (qualified staff)		
2	Staff and Personnel Resources		
3	Labor Pool and Training Resources		
4	Experience (similar size/scope projects)		
5	Knowledge of Court Facilities		
6	Change Order History		
7	Budget Compliance History		
8	Presentation		
Totals		100	

\* Example Point Values, Board may elect to change these values.

\*\* Score within Point Value range, with higher scores being more qualified and lower scores being less qualified. Possible 100-point score.



## Commonwealth of Kentucky Court of Justice

### Project Development Board Financial Advisor Selection Grade Sheet

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor: \_\_\_\_\_

		Point Value	Score*
Topic			
1	Capability (qualified staff)		
2	Firm's Compliance with Court of Justice Rules of Administrative Procedure		
3	Experience (similar size/scope projects)		
5	Knowledge of Court Facilities Financing		
6	Firm's willingness to solicit local/regional Bank participation for interim financing.		
7	Firm's willingness to publicly advertise and solicit bids for lowest cost.		
8	Presentation		
Totals		100	

\* Score within Point Value range, with higher scores being more qualified and lower scores being less qualified. Possible 100-point score.



## Commonwealth of Kentucky Court of Justice

### Architectural-Engineering Services INVOICE

Date: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Project: \_\_\_\_\_

Architect : \_\_\_\_\_

Address: \_\_\_\_\_

Original Project Budget: \$ \_\_\_\_\_

Original Project Bid/ Contract: \$ \_\_\_\_\_

Approved Executed Change Orderst: \$ \_\_\_\_\_

Current Construction Budget: \$ \_\_\_\_\_

Original Total A-E Authorized Fee at \_\_\_\_\_ %: \$ \_\_\_\_\_

Current Total A-E Authorized Fee to date \_\_\_\_\_ %: \$ \_\_\_\_\_

Phase A fee value: \_\_\_\_\_ (Phase A ) % complete

Phase B fee value: \_\_\_\_\_ (Phase B ) % complete

Phase C fee value: \_\_\_\_\_ (Phase C ) % complete

Earned fee to date: \$ \_\_\_\_\_

Less Previous paid invoices: \$ \_\_\_\_\_

**Amount Due this Invoice:** \_\_\_\_\_ (Phase A,B,C )

Phase D fee value: \$ \_\_\_\_\_

Work complete to date - Earned fee: \$ \_\_\_\_\_

Percent Construction Completed: \_\_\_\_\_ %

Less previously paid invoices: \$ \_\_\_\_\_

Current Payment Due: \$ \_\_\_\_\_

Less 10% Retainage: \$ \_\_\_\_\_ (Phase D Only)

Amount Due this Invoice: \$ \_\_\_\_\_

Balance remaining plus retainage : \$ \_\_\_\_\_

#### Certification

Architect Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

PDB / AOC Authorized Payment (AOC Entry Only): \$ \_\_\_\_\_

General Manager/Manager Signature: \_\_\_\_\_



## Commonwealth of Kentucky Court of Justice

### Architectural-Engineering Services ADDITIONAL SERVICES INVOICE

Date: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Project: \_\_\_\_\_

A-E Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

	<u>Item</u>		<u>Amount*</u>
Item #1.	_____	\$	_____
Item #2.	_____	\$	_____
Item #3.	_____	\$	_____
Item #4.	_____	\$	_____
Item #5.	_____	\$	_____
Item #6.	_____	\$	_____
Item #7.	_____	\$	_____
Item #8.	_____	\$	_____
Item #9.	_____	\$	_____
Item #10.	_____	\$	_____

Forwarded from Continuation Sheet \$ \_\_\_\_\_

Total Request \$ \_\_\_\_\_

*\* Attach any other-party invoices and further justification as required.*

#### Certification

A-E Authorized Agent Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

PDB / AOC Authorized Payment (AOC Entry Only): \$ \_\_\_\_\_

General Manager/Manager Signature: \_\_\_\_\_



## **APPENDIX D – AIA Standard Agreements**

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This Appendix is only available from a local or state chapter of the American Institute of Architects (AIA), the AIA internet Web Site, some businesses which provide architectural supplies and printing, or (if posted) the Court of Justice, Administrative Office of the Courts internet Web Site. This Appendix is 1,075 pages in length.



# APPENDIX E – Court of Justice Amendments and Supplements to AIA Standard Documents

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## Section I - Amendments

### AIA Document B151-1997 Abbreviated Form of Agreement Between Owner and Architect:

Insert into Article 11 BASIS OF COMPENSATION, Section 11.2.2:

Schematic Design, Phase A: 15%  
Design Development, Phase B: 20%  
Construction Documents, Phase C: 40%  
Bidding or Negotiation and Construction, Phase D: 25%  
Total Basic Compensation: 100%

Insert into space provided in Article 12. OTHER CONDITIONS AND SERVICES:

“Court of Justice Rules of Administrative Procedure have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in Court of Justice Rule of Administrative Procedure Part X shall take precedence over any language or conditions stated herein.

The A-E shall execute duties and responsibilities as detailed in this agreement and in accordance with the Court of Justice Rule of Administrative Procedure Part X., Real Property Management, Section I, titled “Construction Program Development”, within the program budget and scope as defined in the approved Program Documents titled \_\_\_\_\_, dated \_\_\_\_\_. This program document shall be made a part of this agreement as referenced and or attached hereto.”

**Note to A-E Service Providers:** The following information was prepared to assist in the comparison of AIA Document B151 to the requirements of the Court of Justice Part X., Real Property Management, Section I, titled “Construction Program Development. Comparisons between the Court of Justice Rule of Administrative Procedure to AIA Document B151 include, but is not limited to the following:

#### **Definitions:**

“AP Part X., Section I” refers to the Court of Justice Rule of Administrative Procedure Part X., Real Property Management, Section I., Construction Program Development.

### **ARTICLE 1**

**1.1 Add:** . . . ,and as may be modified by AP Part X., Section I. Chapters 13 and 14.

**1.4 Add:** Phase schedules are to be established in accordance with AP Part X., Section I. Chapter 14, Paragraph 7.A.

### **ARTICLE 2**

**2.2 Add:** /Phase A Services

**2.2.1 Replace** . . . “arrive at a mutual understanding of” with “acknowledge the”.

**2.2.2 Add:** . . . in accordance with Chapter 14, Paragraph 7.A. of the AP Part X, Section I.

**2.2.4 Replace** . . . “mutually agreed upon” with “Court of Justice”. Add to last sentence: , and other requirements detailed in AP Part X., Section I. Chapter 14, Paragraph 7.



**2.3 Add:** /Phase B Services

**2.3.3 Add:** Such notification shall be given to the Project Development Board and the Architect shall act at the direction of the Project Development Board to reconcile construction costs to the authorized budget in accordance with AP Part X., Section I. Chapter 14, Paragraph 7.

**2.4 Add:** /Phase C Services

**2.4.1 Change first sentence to read . . .** Based on the approved Design Development Documents and any adjustments of the Project . . .

**2.4.3 Add:** . . . , and act at the direction of the Project Development Board to reconcile construction cost estimate to the authorized budget.

**2.5 Add:** /Part of Phase D Services. Delete: "preliminary"

**2.6 Add:** /Phase D Services

**2.6.2 Add:** All articles contained in A201, General Conditions, which conflict with AP Part X., Section I. shall be governed by AP Part X., Section I.

**ARTICLE 3**

**3.3.7 Delete**

**3.3.9 Delete**

**3.4.3 Delete**

**3.4.5 Delete**

**3.4.6 Add:** . . . when not part of the original program or scope of work.

**3.4.8 Delete**

**3.4.9 Delete**

**3.4.10 Delete**

**3.4.12 Add:** . . . beyond those as may be required for engineered building systems evaluation for design selections.

**3.4.13 Add:** . . . when and if services required or requested by the Project Development Board exceeds requirements defined in Court Facilities Criteria (Rule of Administrative Procedure, Part X., Section II).

**3.4.14 Add:** . . . beyond that service identified as part of Basic Service by AP Part X., Section I.

**3.4.14 Delete**

**3.4.16 Delete**

**3.4.17 Delete**

**3.4.18 Delete**

**3.4.19 Add:** . . . , beyond those services required or described by AP Part X., Section I. as part of Basic Services.

**ARTICLE 4**

**4.2 Replace with:** The Owner shall establish an overall budget for the Project, including the Construction Cost and reasonable contingencies related to these costs.

**4.3 Add:** Reference AP Part X., Section I. Chapter 14, and note Subcommittee duties and responsibilities.

**4.4 Add:** Coordinated by A-E Service Provider and paid for by Owner as per AP Part X., Section I. Chapters 13 and 14.

**4.5 Add:** Coordinated by A-E Service Provider and paid for by Owner as per AP Part X., Section I. Chapters 13 and 14.

**ARTICLE 5**

**5.2.2 Replace with:** A fixed limit of Construction Cost is established as a condition of this Agreement by the Court of Justice establishment of a project budget, such fixed limit has been agreed upon in writing and signed by the parties hereto. By the execution of this contract, with the fixed limits established, the Architect shall be permitted to include Court of Justice established contingencies for design bidding, and price escalation, to determine, in accordance with AP Part X., Section I., what materials, equipment, component systems, and types of construction are to be included in the Contract Documents, to make reasonable and approved adjustments in the scope of the Project in accordance with AP Part X., Section I. and to include, as required, Contract Documents alternate bids as may be necessary to adjust the Construction Cost to the fixed limit. Fixed limits shall be increased in the amount authorized by the Project Development Board as an increase in the Construction Budget or a Change Order.

**5.2.3 Delete**

## **ARTICLE 6**

### **6.1 Delete entire paragraph and replace entire paragraph with (Paragraph 14-9G):**

Plans and specifications are the sole property of the Owner, whether or not the work for which they are made be executed. Use of the plans and specifications shall be in accordance with KRS Chapter 323 and KRS Chapter 322, and for any use not in connection with this Contract, shall be only with the written authorization of the A-E.

### **6.2 Delete entire paragraph and replace entire paragraph with (Paragraph 14-9B(1)):**

All documents and records relating in any manner whatsoever to the Project, or any designated portion thereof, which are in the possession of the A-E or the A-E's consultants, shall be made available to the Project Development Board or the AOC General Manager of Facilities or his or her representative for inspection and copying upon written request. Additionally, said records shall be made available, upon request by the Project Development Board, to any state, federal or other regulatory authorities and any such authority may review, inspect and copy such records. Said records include, but are not limited to, all plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the Project, its design, and its construction. Submission or distribution of documents pursuant to this provision, to meet official regulatory requirements or for similar purposes in connection with the Project shall not be construed as publication in derogation of the A-E's reserved rights.

**6.3 Delete entire paragraph and replace entire paragraph with:** All documents and records relating in any manner whatsoever to the Project, or any designated portion thereof, shall not contain any text or markings that would limit the owner's ability, in any manner whatsoever, to make or have made reproductions of said documents and reproductions. Specifically, any text or marking that denotes a "Copyright" is not allowed.

### **6.4 Delete**

**ARTICLE 7** See: Program Development Guide Paragraph 14-9E

**ARTICLE 8** See: Program Development Guide Paragraph 14-9F

## **ARTICLE 9**

**9.2 Add:** . . . , and as required by AP Part X., Section I. where any conflict exists between AIA Document A201 and a Court of Justice Rule of Administrative Procedure, the Court of Justice Rule of Administrative Procedure shall govern.

**9.6 Change first sentence:** The Court of Justice Rule of Administrative Procedure Part X., titled Real Property Management and this Agreement . . .

**9.9 Delete from last sentences:** . . . if the Owner has previously advised the Architect in writing of the specific information by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the project.

### **9.10 Delete**

## **ARTICLE 10**

### **10.2.1.1 Delete**

### **10.2.1.4 Delete**

### **10.2.1.5 Omit:** "renderings"

**10.2.1.6** Change to read: expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of the minimum limits required by AP Part X., Section I. Paragraph 14-9H to be carried by the Architect and the Architect's consultants.

### **10.2.1.7 Delete**

### **10.2.1.8 Delete**

**10.3 See:** AP Part X., Section I. Chapter 13.

### **10.3.1 Delete**

**10.3.2 Change to read:** Payments for Services shall be made in accordance with AP Part X., Section I. Chapter 13.

**10.3.3 Add:** . . . , when authorized in writing by the Project Development Board.

**ARTICLE 11 See Rule of Administrative Procedure Part X., Section I. Chapter 13.**

**11.1 Delete**

**11.2.2 Add the following percentages**

Schematic Design, Phase A: 15%

Design Development, Phase B: 20%

Construction Documents, Phase C: 40%

Bidding or Negotiation and Construction, Phase D: 25%

Total Basic Compensation: 100%

**11.3.1 Add:** . . . as defined in AP Part X., Section I. Chapter 13. Identify any negotiated Terms and/or Services which are applicable and permitted by the Project Development Board in accordance with AP Part X., Section I.

**11.3.2 Add:** Hourly rates to be negotiated and agreed upon by the Project Development Board in accordance with AP Part X., Section I. Identify any and all negotiated Hourly Rates:

**11.3.3 Add:** "1.15"

**11.4 Add:** "1.15"

**11.5 Delete entire paragraph and replace entire paragraph with:** Additional Provisions shall be in accordance with AP Part X., Section I. Chapter 13.

**ARTICLE 12 Add:**

"Court of Justice Rules of Administrative Procedure have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in Court of Justice Rule of Administrative Procedure Part X shall take precedence over any language or conditions stated herein.

The A-E shall execute duties and responsibilities as detailed in this agreement and in accordance with the Court of Justice Rule of Administrative Procedure Part X., titled "Real Property Management", Section I., titled "Construction Program Development, within the program budget and scope as defined in the approved Program Documents titled \_\_\_\_\_, dated \_\_\_\_\_. This program document shall be made a part of this agreement as referenced and or attached hereto."

**AIA Document B101-1997 Abbreviated Form of Agreement Between Owner and Contractor where the basis of payment is a STIPULATED SUM:**

**GENERAL INFORMATION:**

ARTICLE 2. **See Rule of Administrative Procedure Part X., Section I. Chapter 17.**

INSERT: The work related to this contract includes all materials, labor, equipment, etc. necessary to complete all work described in <BID PACKAGE #\_>.

ARTICLE 3. **See Rule of Administrative Procedure Part X., Section I. Chapter 17.**

PARAGRAPH 3.3 - ADD: Upon completion of coordination prior to start of construction, the Contractor agrees that all work related to this contract shall be completed in accordance with or prior to established project time line. The contractor assumes responsibility for any and all costs related to failure to complete work in accordance with or prior to timeline as approved by the PDB.

ARTICLE 5. **See Rule of Administrative Procedure Part X., Section I. Chapter 17.**

CLAUSE 5.1.6.1 – Retainage for Court of Justice construction projects is ten percent (10%) of the contract amount in accordance with APX, Section I.

ARTICLE 6, **See Rule of Administrative Procedure Part X., Section I. Chapter 17.**

**6.1 Delete entire paragraph and replace entire paragraph with:** Contract may be terminated in accordance with AP Part X., Section I.

**6.1 Delete entire paragraph and replace entire paragraph with:** The work may be suspended in accordance with AP Part X., Section I.

ARTICLE 7.

**7.1 Delete entire paragraph**

**7.2 Delete entire paragraph**

7.6 Add - "Court of Justice Rules of Administrative Procedure have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in Court of Justice Rule of Administrative Procedure Part X shall take precedence over any language or conditions stated herein."

ARTICLE 8.

8.1.7 Add - "Court of Justice Rules of Administrative Procedure have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in Court of Justice Rule of Administrative Procedure Part X shall take precedence over any language or conditions stated herein."

**AIA Document A121/CMc, Standard Form of Agreement Between Owner and Construction Manager where the Construction Manager is also constructor:**

**Note to Construction Management Service Providers:** The following information was prepared to assist in the coordination / comparison of AIA Document A121/CMc to the requirements of the Court of Justice Part X., Real Property Management, Section I, titled "Construction Program Development". Coordination between the Court of Justice Rule of Administrative Procedure to AIA Document A121/CMc shall include, but is not limited to the following;

Definitions: "AP Part X., Section I." refers to the Court of Justice Rule of Administrative Procedure Part X., Real Property Management, Section I., Construction Program Development.

**ARTICLE 1** (Reference: AP Part X., Section I. Chapters 15, 16, and 17.

**1.1 Add:** . . . ,and as may be modified by AP Part X., Section I. Chapters 15,16, and 17 and Appendix E.

**1.2 Add:** . . . ,and as may be modified by AP Part X., Section I.

**ARTICLE 2** (Reference: AP Part X., Section I. Chapters 15, 16 and 17 and Appendix E.

**2.1.1 Add:** ... and shall assist the A-E in the preparation of Phase A, Phase B, Phase C, and Phase D services defined in AP Part X, Section I. Chapters 16 and 17 and Appendix E. The CM shall further acknowledge the program document, which is inclusive of the construction budget, is adequate to proceed and shall establish the limits under which they shall construct the project.

**2.1.6 Add:** "When the GMP is established by public bid the owner shall retain the right to reject any bid or bidder / contractor or subcontractor and may select the bid or bidder that represents the best bid and the best interest of the Courts.

When GMP is established by public bid omit all reference to the word "proposal".

**2.1.7 Add:** "When the GMP is established by public bid the CM shall regulate all lead time and delivery schedules of related items to the project. When the GMP is established by public bid omit all reference to the word "proposal".

**2.1.8 Omit:** Sentence three...**Add:** The CM shall be responsible for all portions of the work, plan, specifications, and or procedures for which they are responsible to comply with applicable law, ordinances, codes and any other rule and or regulatory requirements of the project.

**2.2 – 2.2.10 Add:** Omit all references to the word, " proposal ", when the GMP is, or is to be, established by public bid.

**2.2.1 Add:** "During Phases A, B, and C Design Services," the Construction Manager shall work to assure the GMP costs will comply with the authorized budget when bids are received. The GMP may also be established up on receipt and review of public bids; the GMP shall then be established by the bid tabulation total for all costs of the work and the CM Fee

**2.2.2. Add:** "when the GMP is established by public bid the CM shall have determined the total project scope and all costs of the work"

**2.2.3. Add:** "when GMP is established by public bid no specific CM contingency shall be part of the GMP." Any project contingency available within the project budget shall be controlled by the Owner / Project Development Board, and shall only be added to the GMP by Change Order in accordance with AP Part X.

**2.2.4. Add:** "When the GMP is established by public bid, the CM shall provide the required written statement / summation of the GMP, omitting items 2.2.4.2/2.2.4.3/2.2.4.4. "

**2.2.5. Add:** in accordance with AP Part X Section I the CM / Owner shall option the GMP and shall agree in writing to the final GMP established by the bid process prior to proceeding with the Phase D CM Services. In the event the bid does not establish an acceptable GMP, within the authorized budget, the CM shall continue to work with the Architects / Owners to reduce the GMP to meet the budget or the Owner and CM may terminate services . . . based on the Owners determination of "Best Value", "Best Interest of the Courts/ Owner".

**2.2.6 Add:** “When the GMP is established by public bid, omit all reference to the word “proposal”. Phase D CM Services shall be extended to this agreement by written notice to proceed when signed and agreed by CM and Owner in accordance with AP Part X , and Amendment No. 1”.

**2.2.9. Delete:** When the GMP is established by public bid, omit all reference to the word “assumptions”.

**2.3.1. Add:** “When the GMP is established by public bid the Owner and CM shall cooperate to solicit bids through public notice procedures compliant with state and local law and AP Part X. When the GMP is established by public bid, the Owner shall retain the right to reject any bid or bidder / contractor or subcontractor, and may select the bid(s) or bidder(s) that represents the “Best Value”, “Best Interest of the Courts / Owner”.

**2.3.2.1.** When GMP is established by public bid, the CM is not prohibited from bidding on portions of the work for which they customarily and or are qualified to perform. The CM shall be required to bid through the competitive process. The competitive bid process shall include all work required of the project when the GMP is to be established by public bid.

**2.3.2.2.5 Add:** When GMP is established by public bid, omit all reference to the word “proposal”.

**2.5 Delete:** last two sentences of the paragraph.

**ARTICLE 3** (Reference: AP Part X., Section I. Chapters 15 16 and 17 and Appendix E.)

**3.1.3 Delete:** Entire paragraph. **Replace with:** The owner shall have established the budget for the project. The CM, Architects, and other consultants shall have entered into this and other respective agreements with full knowledge of the established budget inclusive of all project costs and contingencies. The CM and Architects shall provide their services within the limits of the Owner established budget. The budget shall only be modified, in accordance with AP Part X.

**3.1.4.4 Add:** Such tests, inspections, and or reports shall be agreed in writing, as costs to the Owner, prior to such service being provided to the Project. These listed tests, inspections, reports, and or services as may be required by law and are related to the projects construction procedures and or the means and methods, shall be included in the GMP and shall *not* be the responsibility of the owner.

**3.2 Add:** The duties and responsibilities of the Owner and or the Owner’s representative (the Project Development Board; PDB) shall be in accordance with AP Part X, where the conditions of this paragraph may conflict.

**3.3 Delete:** Reference to AIA Document B141 **Replace with:** AIA Document B151 and or B141. **Add:** The Duties and responsibilities of the Owner and the Owners Architect shall be in accordance with AP Part X, where the conditions of this paragraph may conflict. The responsibility, duty, and relationship of the CM and the Architect, one to the other, shall be in accordance with AP Part X regardless of the specific contracts used to employ their services.

**ARTICLE 4** (Reference: AP Part X., Section I.

**4.1.1 Add:** (Reference: AP Part X., Section I. Chapters 15) CM fee compensation is limited to the specific Fee Schedule 15 –1, and Section 15.3 *Payments to Construction Management Provider*, of Chapter 15. Compensation for Phases A,B, and C of the project is limited and restricted to services rendered, in accordance with Chapter 15, 15.3 AP Part X.

**4.1.2 Delete:** Omit entire paragraph. **Add:** (Reference: AP Part X., Section I. Chapters 15) CM fee compensation is limited to the specific fee schedule 15 –1, and section 15.3 *Payments to Construction Management Provider*, of Chapter 15.

**4.1.3 Delete:** Omit entire paragraph

**4.2. Add:** Payments for Phases A,B, and C of the project is limited and restricted to services rendered, in accordance with Chapter 15, 15.3 AP Part X.

**ARTICLE 5** (Reference: AP Part X., Section I).

**5.1 Add:** (Reference: AP Part X., Section I. Chapters 15); CM fee compensation is limited to the specific fee schedule 15 –1, and section 15.3 *Payments to Construction Management Provider*, of Chapter 15. Compensation for Phase D of the project is specified therein.

**5.1.1 Add:** (Reference: AP Part X., Section I. Chapters 15) CM fee compensation is limited to the specific fee schedule 15 –1, and section 15.3 *Payments to Construction Management Provider*, of Chapter 15.

**5.2 Add:** The GMP shall not exceed the Authorized Project Budget, with the Exceptions as may be approved in accordance with AP Part X, by the Owner, PDB, AOC General Manager, the AOC Budget Director, and other regulatory agency(ies). *The construction cost shall not exceed the amount approved by the Commonwealth of Kentucky General Assembly as detailed in the Program Document, unless specifically approved by the Owner, PDB, AOC General Manager of Facilities, the Court Facilities Standards Committee, and/or the Capital Construction and Bond Oversight Committee as necessary by Court of Justice AP Part X, and or Law.*

**5.3 Add:** (Reference: AP Part X., Section I. Chapters 15 , 16, 17) AP Part X shall govern all Changes in the Work, where the conditions of this section may conflict.

**ARTICLE 6** (Reference: AP Part X., Section I).

**6.1 Add:** Article 6, section 6.1 through 6.4.1 is expressive of the details and defines the GMP. The CM may be paid for the costs of all project contracts, sub-contracts, and CM services as costs to be reimbursed, where the costs to be reimbursed are defined as, the progress payments for the GMP. Reimbursable expenses regardless of specific definitions applied here, in Article 6, shall not be contrary to AP Part X, Section I. Furthermore, AP Part X shall govern, where the conditions of this section may conflict. There are no “reimbursable” expenses to the CM Fee, the Fee is all inclusive of CM Services to the construction of the project.

**ARTICLE 7 Delete** and Reference: AP Part X., Section I.

**7.1 Add:** (Reference: AP Part X., Section I. Chapters 15 , 16,17) AP Part X shall govern all Changes in the Work, where the conditions of this section may conflict.

**7.2 Add in Bold Type:** . . . **Final payment(s) to Construction Manager shall not be made until the Project Development Board and the AOC General Manager of Facilities has received the “record drawings” and a “Certificate of Substantial Completion” (AIA Document G704) has been executed.**

**ARTICLE 8** (Reference: AP Part X., Section I).

**ARTICLE 9** (Reference: AP Part X., Section I).

**9.1 Add:** Section 9.1 through 9.1.6, Shall be governed by AP Part X where the conditions of this section may conflict.

**9.2 Add:** Sections 9.2.1 through 9.3.5, Shall be governed by AP Part X where the conditions of this section may conflict.

**9.3.2 Delete:** Omit last sentence of this paragraph. **Add:** The Contract shall be governed by AP Part X, Section I.

**9.3.4 Delete:** Omit entire paragraph **Add:** The contract Shall be governed by AP Part X, and all dispute resolution for these Court of Justice Projects shall be resolved the Judicial Circuit of Franklin County Kentucky as per AP Part X, Section I. This requirement shall apply to all contracts, sub contracts, and or purchase orders of this project, and the CM shall be responsible for all said contract containing this referenced requirement. Failure to apply this reference/ requirement to all contracts of the GMP, shall cause the CM to hold the Owner harmless of judgements out side this Jurisdiction.

**ARTICLE 10** (Reference: AP Part X., Section I.)

**10.1 Add:** Sections 10.1.1 through 10.3, Shall be governed by AP Part X, where the conditions of this section may conflict. AIA Document 201 shall also be governed by AP Part X, Section I, where conflicts between the documents may exist.

**10.2. Add :** Contract terminations shall comply with AP Part X, Section I.

**ARTICLE 11**(Reference: AP Part X., Section I. and Appendixes)

**Add:**

**11.1** "Court of Justice Rules of Administrative Procedure have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in Court of Justice Rule of Administrative Procedure Part X shall take precedence over any language or conditions stated herein."

**11.2** The CM shall execute duties and responsibilities as detailed in this agreement and in accordance with the Court of Justice Rule of Administrative Procedure Part X., Section I., titled "Construction Program Development", within the program budget and scope as defined in the approved Program Documents titled \_\_\_\_\_, dated \_\_\_\_\_. This program document shall be made a part of this agreement as referenced and or attached hereto."

**11.3** Written summations or specifically articulated costs or contract amounts that may be represented contrary to AP Part X shall not be binding on the Owner or the CM. summations represented incorrectly shall be correctable and controlled by AP Part X.

**11.4** Signature of this Agreement represents agreed compliance with AP Part X.

**11.5** The CM shall utilize a "Critical Path Construction Schedule" for the project to govern all construction scheduling, contractor performance, and schedule compliance.

**Amendment No. 1**

Shall be executed with respect to AP Part X, this amendment shall not contain any written articulations that conflict with the requirements of AP Part X.



**AIA Document C142 Abbreviated Architect-Consultant Agreement:**

Insert into space provided in Article 9. OTHER CONDITIONS AND SERVICES:

"Court of Justice Rules of Administrative Procedure have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in Court of Justice Rule of Administrative Procedure Part X shall take precedence over any language or conditions stated herein."

The A-E and Consultant shall execute duties and responsibilities as detailed in this agreement and in accordance with the Court of Justice Rule of Administrative Procedure Part X., titled "Real Property Management, Section I., titled "Construction Program Development", within the program budget and scope as defined in the approved Program Documents titled \_\_\_\_\_, dated \_\_\_\_\_. This program document shall be made a part of this agreement as referenced and or attached hereto."

**AIA Document G601, Land Survey Agreement-June 1979 Edition:**

Insert into space provided in Article 6. ADDITIONAL REQUIREMENTS:

“Court of Justice Rules of Administrative Procedure have the force and effect of law in the Commonwealth of Kentucky. The policies and provisions detailed in Court of Justice Rule of Administrative Procedure Part X shall take precedence over any language or conditions stated herein.”

The Consultant shall execute duties and responsibilities as detailed in this agreement and in accordance with the Court of Justice Rule of Administrative Procedure Part X., titled “Real Property Management, Section I., titled “Construction Program Development”, within the program budget and scope as defined in the approved Program Documents titled \_\_\_\_\_, dated \_\_\_\_\_. This program document shall be made a part of this agreement as referenced and or attached hereto.”

As a minimum the site survey shall include items listed in the Rule of Administrative Procedure Part X., Section I.

## **Section II - Supplements**



**Commonwealth of Kentucky Court of Justice**  
**Change Order Supplement**  
**for**  
**AIA Standard Documents G701 & G701/CMa**

**Project Name:** \_\_\_\_\_

**Change Order Requestor:** Board: ☐ A-E: ☐ CM: ☐  
GC: ☐ AOC: ☐ Owner: ☐  
Code Enforcement Official: ☐ Other: ☐ \_\_\_\_\_

**Change Order Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Original Program Budget:** \$ \_\_\_\_\_ **Current Program Budget:** \$ \_\_\_\_\_

**Type of Change Order:** Increase: ☐ Decrease: ☐ Other: ☐

**Contract unit prices** used to support costs associated with this change order: ☐

**Alternate bid quote(s)** used to support costs associated with this change order: ☐

**Negotiated price quote(s)** used to support costs associated with this change order: ☐

**Requested Change Order Amount:** \$ \_\_\_\_\_ **Requested Time Extension:** \_\_\_\_\_

**Change Order Amount Breakouts:** Materials: \$ \_\_\_\_\_ Overhead: \$ \_\_\_\_\_

Design: \$ \_\_\_\_\_ Labor: \$ \_\_\_\_\_ Profit: \$ \_\_\_\_\_

**Detailed Description** (Include cost benefit and/or value added to project. Use attachment, if necessary):

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**Certification of Available Funds:** Funds **are** available from existing project budget: ☐

Funds **are not** available from existing project budget: ☐

Project Financial Officer's Signature: \_\_\_\_\_

**Project Development Board Action:** Approve: ☐ Disapprove: ☐

Board Chairperson's Signature: \_\_\_\_\_

**AOC General Manager of Facilities:** Approve: ☐ Disapprove: ☐

General Manager's Signature: \_\_\_\_\_

KCJ Facilities Form G701S



## APPENDIX F – Design Review Checklist

KCJ Facilities Form CL01

(Also contained in AP X., Section III. Court Facilities Design, Appendix F.)

### DESIGN CHECKLIST

#### ARCHITECTURAL AND STRUCTURAL

	<u>Phase A</u>	<u>Phase B</u>
<b>Review Specification For:</b>		
Format .....	_____	_____
Selection of Economical Materials and Methods...	_____	_____
Proprietary Procurement (None Allowed) .....	_____	_____
Conformance with Program Documents .....	_____	_____
Conformance to AOC Criteria.....	_____	_____
Conformance to AOC Design Guidance.....	_____	_____
Conformance with Project Budget .....	_____	_____
Special Glass.....	_____	_____
Hardware Selection.....	_____	_____
Audio/Visual Equipment .....	_____	_____
Special/ Judicial Equipment.....	_____	_____
Elevators.....	_____	_____
Roof System .....	_____	_____
<b>Review Building Plans For:</b>		
Functional Arrangement of Buildings .....	_____	_____
Number/Type of Corners.....	_____	_____
Corridor and Circulation Space.....	_____	_____
Vertical Clearances (Structure Height).....	_____	_____
Type, Size, Depth of Footings/Foundation.....	_____	_____
Wall Structure Type.....	_____	_____
Structural System.....	_____	_____
Floor Slab Design/Thickness.....	_____	_____
Footings Under Non-bearing Walls.....	_____	_____
Roof Slope/System.....	_____	_____
Roof Drain System.....	_____	_____
Exterior Wall Finish.....	_____	_____
Roof Overhang.....	_____	_____
Fascia/Accent Treatment.....	_____	_____
Fenestration (Type, Area, Distribution, Span) ..	_____	_____
OSHA /ADA Requirements.....	_____	_____
Safety Requirements.....	_____	_____
Security Requirements entry/ sally port/etc.....	_____	_____
Functional Relationships .....	_____	_____
Circulation Segregation .....	_____	_____
Interior Finish Schedules.....	_____	_____
Door & Window Schedules (Type, Finish, Construction) .....	_____	_____
Acoustic Treatment.....	_____	_____
Selection/Arrangement of Audio/Visual Equipment..	_____	_____
Selection/Arrangement of IDS/ISS Equipment).....	_____	_____
Selection/Arrangement of Special Equipment.....	_____	_____
Selection/Arrangement of Judicial Casework.....	_____	_____
Courtroom Arrangement /Jury/ Bench/Witness/ Clerk.	_____	_____
Security Review Courtrooms/ Holding /Chambers, etc	_____	_____

**DESIGN CHECKLIST**

	<b><u>Phase A</u></b>	<b><u>Phase B</u></b>
Dry erase boards/Shelving/Counters/Benches/Etc. ....	_____	_____
Room Signs.....	_____	_____
Fire Extinguishers/Cabinets.....	_____	_____
Folding Partitions.....	_____	_____
Toilet Partitions.....	_____	_____
Partitions, General .....	_____	_____
Number Storage Rooms.....	_____	_____
Number/Location of Custodial Rooms.....	_____	_____
 <b>Prepare Building Space Calculations:</b>		
Compute Net Functional Areas.....	_____	_____
Compute Circulation Space.....	_____	_____
Compute Total Gross Area.....	_____	_____
Verify Significant Excess Items.....	_____	_____
Compute Flexibility.....	_____	_____
Cross-Check Underage/Overage.....	_____	_____
Check Available versus Allowable.....	_____	_____
Compute Net Excess.....	_____	_____
 <b>Check Estimate for Excess Items.....</b>	_____	_____
 <b>Check for Compliance with Preliminary</b>		
<b>Comments.....</b>	<u>N.A.</u>	_____
 <b>Check for Inclusion of Repair Work in</b>		
<b>Modification Projects.....</b>	_____	_____
 <b>Check for Inclusion of Appropriate</b>		
<b>Additives/Alternates.....</b>	<u>N.A.</u>	_____
 <b>Check for Compliance with Guidance on</b>		
<b>Bidding Procedures.....</b>	<u>N.A.</u>	_____

GENERAL/CIVIL

	<u>Phase A</u>	<u>Phase B</u>
<b>Review Site Plan For:</b>		
Topography.....	_____	_____
Flooding (maximum elevation of known/100 year flood) ..	_____	_____
Subsurface Conditions/Soil Bearing.....	_____	_____
Capability for Future Expansion.....	_____	_____
Public Utilities.....	_____	_____
Access.....	_____	_____
General Arrangement of Building, Parking		
Access.....	_____	_____
Storm Drainage.....	_____	_____
Safety Requirements.....	_____	_____
OSHA Requirements.....	_____	_____
Planting.....	_____	_____
Utility Connections (Length, Size, Material).....	_____	_____
Environmental Code/Regulation Compliance.....	_____	_____
<b>Review Supporting Documentation:</b>		
Site Survey Report.....	_____	_____
Soil Bearing Capacity Declaration.....	_____	_____
Declaration of Uniformity of Soil Conditions (if applicable).....	_____	_____
State Code Certification.....	_____	_____
Storm Water Permit.....	_____	_____
Storm Water Pollution Prevention Plan.....	_____	_____
Preliminary Assessment Screening.....	_____	_____
Environmental Checklist and Record of		
Environmental Consideration.....	_____	_____
Environmental Assessment.....	_____	_____
Finding of No Significant Impact .....	_____	_____
<b>Check Site Preparation For:</b>		
Definition of Bid Item.....	_____	_____
Estimate versus Authorized Cost.....	_____	_____
<b>Check Fine Grading and Seeding For:</b>		
Actual versus Authorized Scope.....	_____	_____
Estimated versus Authorized Cost.....	_____	_____
<b>Check Planting For:</b>		
Solar Shading, if justified.....	_____	_____
Estimated Versus Authorized Cost.....	_____	_____



**DESIGN CHECKLIST**

	<u>Phase A</u>	<u>Phase B</u>
<b>Prepare Exterior Area Calculations:</b>		
Compute Area/Length of:		
Fine Grading and Seeding.....	_____	_____
Official Vehicle Parking.....	_____	_____
Secure Staff Parking.....	_____	_____
Public Parking.....	_____	_____
Ramps/Aprons.....	_____	_____
Access Road.....	_____	_____
Sidewalk.....	_____	_____
Security Fence.....	_____	_____
Utility Connections.....	_____	_____
Compute Overage/Underage.....	_____	_____
<b>Check Official Vehicle Parking Areas For:</b>		
Actual versus Authorized Scope.....	_____	_____
Screening from Public View .....	_____	_____
Cross-Section.....	_____	_____
Surfacing.....	_____	_____
Estimated versus Authorizing Cost.....	_____	_____
<b>Check Secure Staff Parking For:</b>		
Actual versus Authorized Scope.....	_____	_____
Screening from Public View .....	_____	_____
Cross-Section.....	_____	_____
Estimated versus Authorizing Cost.....	_____	_____
<b>Check Public Parking For:</b>		
Actual versus Authorized Scope.....	_____	_____
Accessability .....	_____	_____
Cross-Section.....	_____	_____
Estimated versus Authorizing Cost.....	_____	_____
<b>Check Ramps/Aprons For:</b>		
Actual versus Authorized Scope.....	_____	_____
Accessability .....	_____	_____
Cross-Section.....	_____	_____
Estimated versus Authorizing Cost.....	_____	_____
<b>Check Security Fencing/Barriers For:</b>		
Actual versus Authorized Scope.....	_____	_____
Estimated versus Authorizing Cost.....	_____	_____
<b>Check Access Road For:</b>		
Actual versus Authorized Scope.....	_____	_____
Cross-Section.....	_____	_____
Width.....	_____	_____
Functional Arrangement.....	_____	_____
Estimated versus Authorized Cost.....	_____	_____

	<u>.Phase A</u>	<u>Phase B</u>
<b>Sidewalks:</b>		
Actual versus Authorized Scope.....	_____	_____
Cross-Section.....	_____	_____
Width.....	_____	_____
Steps and Handrails.....	_____	_____
Ramps.....	_____	_____
Estimated versus Authorized Costs.....	_____	_____
<b>Heating Fuel Storage/Dispensing Systems (if applicable):</b>		
Rigid Pads.....	_____	_____
Access Roads.....	_____	_____
Utility Connections.....	_____	_____
Environmental Protection.....	_____	_____
Estimated versus Authorized Cost.....	_____	_____
Tank Sizing.....	_____	_____
Letter to and from HBC approving system design.....	_____	_____
<b>Unheated Storage Building (if applicable):</b>		
Actual versus Authorized Scope.....	_____	_____
Interior Height.....	_____	_____
Type of Construction/Finish.....	_____	_____
Electric Service.....	_____	_____
Estimated versus Authorized Cost.....	_____	_____
<b>Flammable or Hazardous Material Storage Area:</b>		
Actual versus Authorized Scope.....	_____	_____
Type of Construction/Finish.....	_____	_____
Heating/Ventilation.....	_____	_____
Interior Height.....	_____	_____
Estimated versus Authorized Cost.....	_____	_____
<b>Utility Connections:</b>		
Actual versus Authorized Scope (Direct Run to Street).....	_____	_____
Size and Type of Piping.....	_____	_____
Estimated versus Authorized Cost.....	_____	_____
<b>Storm Drainage Structures (if applicable):</b>		
In Site Preparation.....	_____	_____
Actual versus Authorized Scope.....	_____	_____
Estimated versus Authorized Cost.....	_____	_____
<b>Review Specifications For:</b>		
Selection of Materials and Methods.....	_____	_____
Proprietary Procurement.....	_____	_____
<b>Review Estimate For:</b>		
Excess Items .....	_____	_____
Total Estimate versus Total Authorizations.....	_____	_____
<b>Compliance with Preliminary Comments.....</b>	<u>N.A.</u>	_____

APPENDIX F

DESIGN CHECKLIST

MECHANICAL

	<u>Phase A</u>	<u>Phase B</u>
<b>Review Specifications For Selection of Materials and Methods, Proprietary Procurement, Special Equipment, Equipment Sizing.....</b>	_____	_____
<b>Review Heating/Ventilation/Air Conditioning Systems For:</b>		
Fuel Selection and Justification (if required).....	_____	_____
Type of System.....	_____	_____
Sizing (including Design Temperatures).....	_____	_____
Number and Type of Fixtures/Components.....	_____	_____
Inclusion of Unauthorized Functional Area.....	_____	_____
Economy of Layout.....	_____	_____
Multiplicity of Units/Systems.....	_____	_____
Type and Sophistication of Controls.....	_____	_____
<b>Review of Plumbing and Drain Systems For:</b>		
Economy of Layout.....	_____	_____
Selection of Materials.....	_____	_____
Size of Piping.....	_____	_____
Number/Type of Fixtures (where stipulated by Criteria).....	_____	_____
Inclusion of Sprinkler Protection.....	_____	_____
<b>Check Estimate for Excess Items.....</b>	_____	_____
<b>Check for Compliance with Preliminary Comments.....</b>	<u>N.A.</u>	_____

APPENDIX F

DESIGN CHECKLIST

ELECTRICAL

	<u>Phase A</u>	<u>Phase B</u>
<b>Review Specifications For Selection of</b>		
<b>Materials Methods, Proprietary</b>		
<b>Procurement, Special Equipment, Sizing</b>		
<b>Equipment Sizing.....</b>	_____	_____
<b>Review Interior Electrical System Drawings For:</b>		
Economy of Layout		
Selection of Materials.....	_____	_____
Power Wiring System.....	_____	_____
Number/Type of Outlets (including Special		
Purpose).....	_____	_____
Type of Lighting Fixtures.....	_____	_____
Lighting Intensity versus Functional Area.....	_____	_____
Exit Lighting.....	_____	_____
Night Lighting.....	_____	_____
Emergency Lighting Systems.....	_____	_____
Multiple Switching.....	_____	_____
Special Circuitry (including fire alarms).....	_____	_____
Number and Location of Telephone Outlets.....	_____	_____
<b>Review Exterior Electric Drawings For:</b>		
Economy of Layout of Security Lighting.....	_____	_____
<b>Review IDS/ISS Design For:</b>		
Compliance with Authorized/Scope.....	_____	_____
Compliance with AOC Guidance.....	_____	_____
<b>Check Estimate For Excess Items.....</b>	_____	_____
<b>Check for Compliance with Preliminary Comments.....</b>	<u>N.A.</u>	_____

APPENDIX F

DESIGN CHECKLIST

Local and AOC Staff Agencies Review

	<u>Phase A</u>	<u>Phase B</u>
Local Agency .....	_____	_____
Chief Justice of the Supreme Court .....	_____	_____
Senior Chief Judge of Proposed Facility .....	_____	_____
Circuit Court Clerk .....	_____	_____
AOC Director .....	_____	_____
Administrative Services & Operations.....	_____	_____
Budget and Program Review.....	_____	_____
Education.....	_____	_____
Court Services.....	_____	_____
Informations Systems.....	_____	_____
Youth, Families & Community Services.....	_____	_____
Foster Care Review.....	_____	_____
Office of the General Counsel.....	_____	_____
Personnel.....	_____	_____
Pretrial Services.....	_____	_____
Drug Court.....	_____	_____
Court Facilities Standards Committee.....	_____	_____
_____ .....	_____	_____
_____ .....	_____	_____

# Commonwealth of Kentucky Court of Justice



## Certification of Design Review

Agency: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that my agency has reviewed the plans for the proposed construction and either concur with the design or offer the following attachments detailing concerns for AOC General Manager of Facilities consideration.

**Certifying Official's Signature:** \_\_\_\_\_

**Certifying Official's Name:** \_\_\_\_\_

**Certifying Official's Title:** \_\_\_\_\_

Attachments:



## **APPENDIX G. Court of Justice A-E and Related Services and Construction Service Provider Questionnaires**

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Part I. Architect-Engineer (A-E) and Related Services Questionnaire

Part II. Construction Services Questionnaire





# Commonwealth of Kentucky



## Court of Justice Architect-Engineer and Related Services Questionnaire

### **Purpose:**

The Commonwealth of Kentucky Court of Justice encourages firms which provide architectural, engineering, and related services to annually submit a statement of qualifications and performance data to the AOC General Manager of Facilities, 100 Millcreek Park, Frankfort, KY 40601.

### **Policy:**

The policy of the Commonwealth of Kentucky Court of Justice in acquiring architectural, engineering and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. The Court of Justice Architect-Engineer and Related Services Questionnaire (A-E Questionnaire) is provided for that purpose. The Court of Justice shall evaluate these qualifications resumes, together with any other performance data on file or requested in relation to any proposed project. The A-E Questionnaire may be used as a basis for selecting firms for discussion, or for screening firms preliminary to inviting submission of additional information or inviting proposals on projects.

### **Definition of Architect-Engineer and Related Services:**

Architect-Engineer and related services are those professional services with research, development, management, inspection, design and construction, rehabilitation, alteration, or repair of real property, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform, including studies, evaluations, surveys, consultations, programming, designs, plans, specifications, cost estimates, project management, inspections, shop drawing reviews, recommendations, preparation of operating and maintenance manuals, and other related services.

**Instructions for Filing:**

(Numbers below correspond to numbers contained in form)

Note: The entries on this form may be typed or printed.

**1. Firm Name**

(a) Enter accurate and complete name of submitting firm, its address and zip code.

(b) Enter the Primary and Alternate Contacts for the firm. These contacts should be "Principals" and possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

Enter the contacts business telephone number and Email address.

1a. Indicate whether submission is for the Parent Company or Branch or Subsidiary Office. A "Parent Company" is a firm, company, corporation, association or conglomerate, which is the major stockholder or highest tier owner of the firm completing the questionnaire. A "Branch or Subsidiary Office" is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state law.

1b. If submission is for "Branch or Subsidiary Office" indicate the name of the "Parent Company, its address and zip code.

1c. If applicable, indicate the names of former parent companies for a period no less than 20-years. Use an attachment if necessary.

**2. Year Present Firm Established:** Enter the year the present firm was established.

**3. Number of years at Present Location:** Enter the number of years the firm has occupied their present location.

**4. Type of Ownership:** Indicate the type of ownership and if the firm is a small, small disadvantaged, minority, or woman-owned.

**5. Personnel by Discipline:** Enter the "Total (sum of Personnel)" in all offices. Enter the total numbers of employees, by discipline, in submitting office. If the form is being submitted by the main or headquarters office, enter the total employees, by discipline, in all offices.

While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "Administrative". Write in any additional and the number of people in the blank spaces provided.

**6. Summary of Professional Service Fees Received.**

Insert the amount of fees received by submitting firm for the last three (3) calendar years for each category. The categories include local, state and federal government work, all other domestic work, and all other foreign work.

**7. Profile of Firm's Project Experience in the last three (3) years.**

Enter data regarding the firm's experience for up to 30 "Profile Codes" (SEE: Profile Code list on page A-4.), in numerical sequence. Select and enter the Profile Code which best indicates the type and scope of services on projects. For each code number, enter the total number of projects and total gross fees for those projects.

**8. Project Examples, last three (3) years.**

(a) Enter the project title, its address and zip code.

(b) Enter the firm's role with the project. Firm's role includes:

- ☐ **P** Prime Professional Firm
- ☐ **JV** Joint Venture
- ☐ **C** Consultant
- ☐ **IE** Individual Experience (New firms with less than five (5) years of experience. Provide individual's name and location of experience on attachment)

(c) Enter the Owner's name, the owner's contact's name, his or her telephone number, address and zip code.

(d) Enter the Profile Code of the project. (SEE: Profile Code list on following page.)

(e) Select and enter the appropriate following "Experience Code" pertaining to the firm's last five (5) years experience performing work concerning the project's "Profile Code"..

- 0 Individual Experience with other firm  
(SEE: 8(a) Attachment for IE entry.)
- 1 First Project
- 2 Under five (5) projects.
- 3 Over five (5) projects.

(f) Enter total number of change orders for the project.

(g) Enter the Original (Schematic Design or earlier) Cost Estimate for A-E Services. Enter General Contractor original total Bid for Construction Managers.

(h) Enter the final and total cost of the project.

(i) Enter the original project completion target date at the time of award of construction contract.

(j) Enter the actual total (not substantial) completion date of the project.

**9. Current Major Projects.** Enter information of up to ten (10) major projects the firm is now performing services for.

(a) Enter the Project Title.

(b) Enter the firm's role with the project. Firm's role includes:

- **P** Prime Professional Firm
- **JV** Joint Venture
- **C** Consultant

(c) Enter the Profile Code of the project. (SEE: Profile Code list on following page.)

(d) Enter the date which the firm's primary role shall be completed.

(e) Enter the cost, rounded to \$100,000, of the project. If this information is considered "confidential" by firm, enter the scope (SF, SY, etc.) of the project.

**10. Certification that the forgoing is a statement of facts.** The signature of a principal of the firm, preferably the chief executive officer, certifies that the information entered on the questionnaire is true.

**Profile Codes** (extracted from GAO SF254) for use in Item 7, 8, and 9.

001 Acoustics: Noise Abatement	066 Military Design Standards, Government and Industry Design Standards
002 Aerial Photogrammetry	067 Mining and Mineralogy
003 Agriculture Development, Grain Storage, Farm Mechanization	068 Missile Facilities (Silos, Fuels, Transport)
004 Air Pollution Control	069 Modular Systems Design, Pre-Fabricated Structures or Components
005 Airports: navajds, airport lighting, aircraft fueling	070 Naval Architecture, Off-Shore Platforms
006 Airports: terminals, hangars, freight handling	071 Ordinance, Munitions, Special Weapons
007 Arctic Facilities	075 Petroleum Exploration, Refining
008 Auditoriums and Theaters	076 Petroleum and Fuel Storage and Distribution
009 Automation: controls, instrumentation	077 Pipelines (Cross Country Liquid and Gas)
010 Barracks and Dormitories	078 Planning (Community, Regional, Areawide, and State)
011 Bridges	079 Planning (Site, Installation, and Project)
012 Cemeteries	080 Plumbing and Piping Design
013 Chemical Processing and Storage	081 Pneumatic Structures, Air-Supported Buildings
014 Churches and Chapels	082 Postal Facilities
015 Codes, Standards, Ordinances	083 Power Generation, Transmission, Distribution
016 Cold Storage, Refrigeration, Fast Freeze	084 Prisons and Correctional Facilities
017 Commercial Low Rise Building, Shopping Centers	085 Product, Machine and Equipment Design
018 Communications Systems, TV, Microwave	086 Radar, Sonar, Radio and Radar Telescopes
019 Computer Facilities, Computer Service	087 Railroad, Rapid Transit
020 Conservation and Resource Management	088 Recreational Facilities (Parks, Marinas, Etc.)
021 Construction Management	089 Rehabilitation (Buildings, Structures, Facilities)
022 Corrosion Control, Cathodic Protection, Electrolysis	090 Resource Recovery, Recycling
023 Cost Estimating	091 Radio Frequency Systems and Shieldings
024 Dams, Concrete	092 Rivers, Canals, Waterways, Flood Control
025 Dams (Earth & Rock), Dikes, Levies	093 Safety Engineering, Accident Studies, OSHA Studies
026 Desalinization (Process & Facilities)	094 Security Systems, Intruder and Smoke Detection
027 Dining Halls, Clubs, Restaurants	095 Seismic Designs and Studies
028 Ecological and Archeological Investigations	096 Sewage Collection, Treatment and Disposal
029 Educational Facilities, Classrooms	097 Soils and Geologic Studies (Foundations)
030 Electronics	098 Solar Energy Utilization
031 Elevators, Escalators, People-Movers	099 Solid Wastes, Incineration, Land Fill
032 Energy Conservation, New Energy Sources	100 Special Environments, Clean Rooms, Etc.
033 Environmental Impact Studies, Assessments or Statements	101 Structural Design, Special Structures
034 Fallout Shelters, Blast-Resistant Design	102 Surveying, Platting, Mapping, Flood Plain Studies
035 Field Houses, Gyms, Stadiums	103 Swimming Pools
036 Fire Protection	104 Storm Water Handling and Facilities
037 Fisheries, Fish Ladders	105 Telephone Systems
038 Forestry and Forest Products	106 Testing and Inspection Services
039 Garages, Vehicle Maintenance Facilities, Parking Structures	107 Traffic and Transportation Engineering
040 Gas Systems (Propane, Natural, Etc.)	108 Towers (Self Supported & Guyed Systems)
041 Graphic Design	109 Tunnels and Subways
042 Harbors, Jetties, Piers, Terminal Facilities	110 Urban Renewals, Community Development
043 Heating, Ventilating, Air Conditioning (HVAC)	111 Utilities
044 Health Systems Planning	112 Value Analysis, Life-Cycle Costing
045 Highrises (Air-Rights-Type Buildings)	113 Warehouses and Depots
046 Highways, Streets, Airfield Paving, Parking Lots	114 Water Resources, Hydrology, Ground Water
047 Historical Preservation	115 Water Supply, Treatment and Distribution
048 Hospital and Medical Facilities	116 Wind Tunnels, Research/Testing Facilities Design
049 Hotels and Motels	117 Zoning, Land Use Studies
050 Housing (Residential, Multi-Family, Apartments, Condominiums)	201 _____
051 Hydraulics and Pneumatics	202 _____
052 Industrial Buildings, Manufacturing Plants	203 _____
053 Industrial Processes, Quality Control	204 _____
054 Industrial Waste Treatment	205 _____
055 Interior Design, Space Planning	
056 Irrigation and Drainage	
<b>057 Judicial and Courtroom Facilities</b>	
058 Laboratories, Medical Research Facilities	
059 Landscape Architecture	
060 Libraries, Museums, Galleries	
061 Lighting (Interior)	
062 Lighting (Exterior)	
063 Material Handling Systems, Conveyors, Sorters	
064 Metallurgy	
065 Microclimatology, Tropical Engineering	

# Commonwealth of Kentucky Court of Justice



## Architect-Engineer & Related Services Questionnaire

Date Prepared: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>1. Architect Firm Name:</b> _____ Address (Street/City/ZIP): _____ Primary Contact/Position: _____ / _____ Telephone Number: (____) ____-____ Email Address: _____																														
Alternate Contact/Position: _____ / _____ Telephone Number: (____) ____-____ Email Address: _____																														
1a. Submittal is for: <input type="checkbox"/> Parent Company <input type="checkbox"/> Branch or Subsidiary Office																														
1b. Consulting Engineers Firm(s) Name : _____ Address (Street/City/ZIP): _____																														
1c. Consulting Engineers Firm(s) Name : _____ Address (Street/City/ZIP): _____ All Consultant Team member firms shall complete individual Questionnaire forms and attach to this Form.																														
<b>2. Year Present Firm Established:</b> _____		<b>3. Number of Years at Present Location:</b> _____																												
<b>4. Type of Ownership</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Corporation  <input type="checkbox"/> Partnership*         </div> <div style="width: 30%;"> <input type="checkbox"/> Joint Venture*  <input type="checkbox"/> Sole Proprietor  <input type="checkbox"/> Small Disadvantaged Business         </div> <div style="width: 30%;"> <input type="checkbox"/> Small Business  <input type="checkbox"/> Minority-Owned Business  <input type="checkbox"/> Woman Owned Business         </div> </div> * Name/percent of other party: _____ / _____ %																														
<b>5. Personnel by Discipline:</b> <i>(list each person only once, by primary function)</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">___ Administrative</td> <td style="width: 33%;">___ Facility Managers</td> <td style="width: 33%;">___ Security Designers</td> </tr> <tr> <td>___ Architects <i>(Registered)</i></td> <td>___ Geologists</td> <td>___ Soils Engineers</td> </tr> <tr> <td>___ Civil Engineers</td> <td>___ Hydrologists</td> <td>___ Specification Writers</td> </tr> <tr> <td>___ Construction Inspectors</td> <td>___ Interior Designers</td> <td>___ Structural Engineers</td> </tr> <tr> <td>___ Construction Managers</td> <td>___ Land Surveyors</td> <td>___ Transportation Engineers</td> </tr> <tr> <td>___ Draftsmen</td> <td>___ Master Planners</td> <td>___</td> </tr> <tr> <td>___ Ecologists</td> <td>___ Mechanical Engineers</td> <td>___</td> </tr> <tr> <td>___ Electrical Engineers</td> <td>___ Mining Engineers</td> <td>___</td> </tr> <tr> <td>___ Estimators</td> <td>___ Sanitary Engineers</td> <td>___</td> </tr> </table>			___ Administrative	___ Facility Managers	___ Security Designers	___ Architects <i>(Registered)</i>	___ Geologists	___ Soils Engineers	___ Civil Engineers	___ Hydrologists	___ Specification Writers	___ Construction Inspectors	___ Interior Designers	___ Structural Engineers	___ Construction Managers	___ Land Surveyors	___ Transportation Engineers	___ Draftsmen	___ Master Planners	___	___ Ecologists	___ Mechanical Engineers	___	___ Electrical Engineers	___ Mining Engineers	___	___ Estimators	___ Sanitary Engineers	___	
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___ Electrical Engineers	___ Mining Engineers	___																												
___ Estimators	___ Sanitary Engineers	___																												
<b>6. Summary by Professional Service Fees Received</b> (last three calendar years): <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Year _____</th> <th style="text-align: center;">Year _____</th> <th style="text-align: center;">Year _____</th> </tr> </thead> <tbody> <tr> <td>Local Government Contract Work:</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>State Government Contract Work:</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>Federal Government Contract Work:</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>All other Domestic Work:</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>All other Foreign Work:</td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td><b>Totals:</b></td> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> </tbody> </table>				Year _____	Year _____	Year _____	Local Government Contract Work:	\$ _____	\$ _____	\$ _____	State Government Contract Work:	\$ _____	\$ _____	\$ _____	Federal Government Contract Work:	\$ _____	\$ _____	\$ _____	All other Domestic Work:	\$ _____	\$ _____	\$ _____	All other Foreign Work:	\$ _____	\$ _____	\$ _____	<b>Totals:</b>	\$ _____	\$ _____	\$ _____
	Year _____	Year _____	Year _____																											
Local Government Contract Work:	\$ _____	\$ _____	\$ _____																											
State Government Contract Work:	\$ _____	\$ _____	\$ _____																											
Federal Government Contract Work:	\$ _____	\$ _____	\$ _____																											
All other Domestic Work:	\$ _____	\$ _____	\$ _____																											
All other Foreign Work:	\$ _____	\$ _____	\$ _____																											
<b>Totals:</b>	\$ _____	\$ _____	\$ _____																											

**7. Profile of Firm's Project Experience in the last three (3) years.**

Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
(1)		\$	(11)		\$	(21)		\$
(2)		\$	(12)		\$	(22)		\$
(3)		\$	(13)		\$	(23)		\$
(4)		\$	(14)		\$	(24)		\$
(5)		\$	(15)		\$	(25)		\$
(6)		\$	(16)		\$	(26)		\$
(7)		\$	(17)		\$	(27)		\$
(8)		\$	(18)		\$	(28)		\$
(9)		\$	(19)		\$	(29)		\$
(10)		\$	(20)		\$	(30)		\$

**8. Project Examples, last three (3) years:**

(1) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
 Address (Street/City/ZIP): \_\_\_\_\_  
 Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
 Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
 Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ Number of Change Orders: \_\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
 Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
 Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Build Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

(2) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
 Address (Street/City/ZIP): \_\_\_\_\_  
 Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
 Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
 Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ Number of Change Orders: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
 Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
 Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Build Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

(3) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
 Address (Street/City/ZIP): \_\_\_\_\_  
 Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
 Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
 Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ Number of Change Orders: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
 Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
 Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Build Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

(4) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Number of Change Orders:\_\_\_\_ Completion Date:\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Original Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total As-Build Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(5) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Number of Change Orders:\_\_\_\_ Completion Date:\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Original Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total As-Build Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(6) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Number of Change Orders:\_\_\_\_ Completion Date:\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Original Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total As-Build Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(7) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Number of Change Orders:\_\_\_\_ Completion Date:\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Original Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total As-Build Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

Notes and Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



(8) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Number of Change Orders:\_\_\_\_ Completion Date:\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Original Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total As-Build Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(9) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Number of Change Orders:\_\_\_\_ Completion Date:\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Original Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total As-Build Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(10) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Number of Change Orders:\_\_\_\_ Completion Date:\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Original Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total As-Build Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(11) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Number of Change Orders:\_\_\_\_ Completion Date:\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Original Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total As-Build Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

**Notes and Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(12) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Number of Change Orders:\_\_\_\_ Completion Date:\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Original Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total As-Build Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(13) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Number of Change Orders:\_\_\_\_ Completion Date:\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Original Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total As-Build Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(14) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Number of Change Orders:\_\_\_\_ Completion Date:\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Original Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total As-Build Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(15) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Number of Change Orders:\_\_\_\_ Completion Date:\_\_\_\_  
Original Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Original Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total As-Build Cost: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

**Notes and Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Current Major Projects**

(1) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ Anticipated Construction Completion Date: \_\_\_\_\_  
Project Scope: Primary Facility Size: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Total Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

(2) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ Anticipated Construction Completion Date: \_\_\_\_\_  
Project Scope: Primary Facility Size: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Total Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

(3) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ Anticipated Construction Completion Date: \_\_\_\_\_  
Project Scope: Primary Facility Size: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Total Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

(4) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ Anticipated Construction Completion Date: \_\_\_\_\_  
Project Scope: Primary Facility Size: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Total Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

(5) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ Anticipated Construction Completion Date: \_\_\_\_\_  
Project Scope: Primary Facility Size: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Total Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

(6) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ Anticipated Construction Completion Date: \_\_\_\_\_  
Project Scope: Primary Facility Size: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Total Budget: \$ \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**10. Certification that the forgoing is a statement of facts:**

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**11. Certification Date Received (*Project Development Board or Court of Justice use only*):**

Date Received: \_\_\_\_\_  
Receiving Official's Signature: \_\_\_\_\_  
Receiving Official's Title: \_\_\_\_\_

## Commonwealth of Kentucky Court of Justice

### Similar Profile Codes.

001 Acoustics: Noise Abatement  
002 Aerial Photogrammetry  
003 Agriculture Development, Grain Storage, Farm Mechanization  
004 Air Pollution Control  
005 Airports: navais, airport lighting, aircraft fueling  
006 Airports: terminals, hangars, freight handling  
007 Arctic Facilities  
**008 Auditoriums and Theaters**  
009 Automation: controls, instrumentation  
010 Barracks and Dormitories  
011 Bridges  
012 Cemeteries  
013 Chemical Processing and Storage  
**014 Churches and Chapels**  
**015 Codes, Standards, Ordinances**  
016 Cold Storage, Refrigeration, Fast Freeze  
017 Commercial Low Rise Building, Shopping Centers  
018 Communications Systems, TV, Microwave  
019 Computer Facilities, Computer Service  
020 Conservation and Resource Management  
**021 Construction Management**  
022 Corrosion Control, Cathodic Protection, Electrolysis  
**023 Cost Estimating**  
024 Dams, Concrete  
025 Dams (Earth & Rock), Dikes, Levies  
026 Desalinization (Process & Facilities)  
**027 Dining Halls, Clubs, Restaurants**  
028 Ecological and Archeological Investigations  
**029 Educational Facilities, Classrooms**  
030 Electronics  
**031 Elevators, Escalators, People-Movers**  
032 Energy Conservation, New Energy Sources  
033 Environmental Impact Studies, Assessments or Statements  
034 Fallout Shelters, Blast-Resistant Design  
035 Field Houses, Gyms, Stadiums  
036 Fire Protection  
037 Fisheries, Fish Ladders  
038 Forestry and Forest Products  
**039 Garages, Vehicle Maintenance Facilities, Parking Structures**  
040 Gas Systems (Propane, Natural, Etc.)  
041 Graphic Design  
042 Harbors, Jetties, Piers, Terminal Facilities  
**043 Heating, Ventilating, Air Conditioning (HVAC)**  
044 Health Systems Planning  
**045 Highrises (Air-Rights-Type Buildings)**  
**046 Highways, Streets, Airfield Paving, Parking Lots**  
**047 Historical Preservation**  
048 Hospital and Medical Facilities  
049 Hotels and Motels  
050 Housing (Residential, Multi-Family, Apartments, Condominiums)  
051 Hydraulics and Pneumatics  
052 Industrial Buildings, Manufacturing Plants  
053 Industrial Processes, Quality Control  
054 Industrial Waste Treatment  
**055 Interior Design, Space Planning**  
056 Irrigation and Drainage  
**057 Judicial and Courtroom Facilities**  
058 Laboratories, Medical Research Facilities  
**059 Landscape Architecture**  
**060 Libraries, Museums, Galleries**  
061 Lighting (Interior)  
062 Lighting (Exterior)  
063 Material Handling Systems, Conveyors, Sorters  
064 Metallurgy  
065 Microclimatology, Tropical Engineering  
066 Military Design Standards, Government and Industry Design Standards  
067 Mining and Mineralogy  
068 Missile Facilities (Silos, Fuels, Transport)

069 Modular Systems Design, Pre-Fabricated Structures or Components  
070 Naval Architecture, Off-Shore Platforms  
071 Ordinance, Munitions, Special Weapons  
075 Petroleum Exploration, Refining  
076 Petroleum and Fuel Storage and Distribution  
077 Pipelines (Cross Country Liquid and Gas)  
078 Planning (Community, Regional, Areawide, and State)  
079 Planning (Site, Installation, and Project)  
080 Plumbing and Piping Design  
081 Pneumatic Structures, Air-Supported Buildings  
082 Postal Facilities  
083 Power Generation, Transmission, Distribution  
084 Prisons and Correctional Facilities  
085 Product, Machine and Equipment Design  
086 Radar, Sonar, Radio and Radar Telescopes  
087 Railroad, Rapid Transit  
088 Recreational Facilities (Parks, Marinas, Etc.)  
**089 Rehabilitation (Buildings, Structures, Facilities)**  
090 Resource Recovery, Recycling  
091 Radio Frequency Systems and Shieldings  
092 Rivers, Canals, Waterways, Flood Control  
093 Safety Engineering, Accident Studies, OSHA Studies  
**094 Security Systems, Intruder and Smoke Detection**  
095 Seismic Designs and Studies  
096 Sewage Collection, Treatment and Disposal  
097 Soils and Geologic Studies (Foundations)  
098 Solar Energy Utilization  
099 Solid Wastes, Incineration, Land Fill  
100 Special Environments, Clean Rooms, Etc.  
101 Structural Design, Special Structures  
102 Surveying, Platting, Mapping, Flood Plain Studies  
103 Swimming Pools  
**104 Storm Water Handling and Facilities**  
**105 Telephone Systems**  
**106 Testing and Inspection Services**  
107 Traffic and Transportation Engineering  
108 Towers (Self Supported & Guyed Systems)  
109 Tunnels and Subways  
110 Urban Renewals, Community Development  
111 Utilities  
**112 Value Analysis, Life-Cycle Costing**  
113 Warehouses and Depots  
114 Water Resources, Hydrology, Ground Water  
115 Water Supply, Treatment and Distribution  
116 Wind Tunnels, Research/Testing Facilities Design  
117 Zoning, Land Use Studies  
201  
202  
203  
204  
205



# Commonwealth of Kentucky

## Court of Justice

### Construction Service Provider Questionnaire

**Purpose:**

The Commonwealth of Kentucky Court of Justice encourages firms, corporations, and companies which provide construction and construction-related services to annually submit a statement of qualifications and performance data to the AOC General Manager of Facilities, 100 Millcreek Park, Frankfort, KY 40601.

**Policy:**

The policy of the Commonwealth of Kentucky Court of Justice in acquiring construction and construction-related services is to encourage firms, companies, and corporations lawfully engaged in the practice of construction to submit annually a statement of qualifications and performance data. The Court of Justice Construction Service Provider (C-S Questionnaire) is provided for that purpose. The Court of Justice shall evaluate these qualifications resumes, together with any other performance data on file or requested in relation to any proposed project. The C-S Questionnaire may be used as a basis for selecting firms for discussion, or for screening firms preliminary to inviting submission of additional information or inviting proposals on projects.

**Definition of Construction and Construction-Related Services:**

Architect-Engineer and related services are those professional services provided by General Contractors, Contractors, and Sub Contractors for major portions of or for critical components of facility construction, renovation, alteration, and/or adaptation. Construction and Construction-Related Service include the management, administration, materials, equipment, labor, supervision, expertise, warranty, documentation, and all other activities required to complete a project.

**Instructions for Filing:**

(Numbers below correspond to numbers contained in form)

Note: The entries on this form may be typed or printed.

**1. Company Name**

(a) Enter accurate and complete name of submitting Company, its address and zip code.

(b) Enter the Primary and Alternate Contacts for the firm. These contacts should be "Principals" and possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

Enter the contacts business telephone number and Email address.

1a. Indicate whether submission is for the Parent Company or Branch or Subsidiary Office. A "Parent Company" is a firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing the questionnaire. A "Branch or Subsidiary Office" is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state law.

1b. If submission is for "Branch or Subsidiary Office" indicate the name of the "Parent Company, its address and zip code.

1c. If applicable, indicate the names of former parent companies for a period no less than 20-years. Use an attachment if necessary.

**2. Year Present Firm Established:** Enter the year the present firm was established.

**3. Number of years at Present Location:** Enter the number of years the firm has occupied their present location.

**4. Type of Ownership:** Indicate the type of ownership and if the firm is a small, small disadvantaged, minority, or woman-owned.

**5. Personnel by Discipline:**

5a. Enter total (sum of) personnel in the submitting office, numbers of personnel hired and separated in the last 12 months, the total number of minority employees, and the total number of disadvantaged (including women) employees.

5b. and 5c. Enter the total numbers of employees, by discipline, in submitting office. If the form is being submitted by the main or headquarters office, enter the total employees, by discipline, in all offices. While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "Administrative". Write in any additional and the number of people in the blank spaces provided.

5d. Enter information relating to Labor Pool Sources, such as Union Locals, Agencies, Sub-Contractors, other branches of the company, etc.

5e. Enter information relating to Training Programs executed or used by Company Personnel during the last three (3) calendar years.

**6. Summary of Professional Service Fees Received.**

Insert the amount of fees received by submitting firm for the last three (3) calendar years for each category. The categories include local, state and federal government work, all other domestic work, and all other foreign work.

**7. Profile of Firm's Project Experience in the last (3) years.**

7a. Enter data regarding the firm's experience for up to 30 "Profile Codes" (SEE: Profile Code list on page A-4.), in numerical sequence. Select and enter the Profile Code which best indicates the type and scope of services on projects. For each code number, enter the total number of projects and total gross fees for those projects.

7b. Enter data regarding the number of sole or joint venture projects completed in the last five (5) years.

**8. Project Examples, last five (3) years.**

(a) Enter the project title, its address and zip code.

(b) Enter the firm's role with the project. Firm's role includes:

- ☐ **P** Prime Professional Firm
- ☐ **JV** Joint Venture
- ☐ **C** Consultant
- ☐ **IE** Individual Experience (New firms with less than five (5) years of experience. Provide individual's name and location of experience on attachment)

(c) Enter the Owner's name, the owner's contact's name, his or her telephone number, address and zip code.

(d) Enter the Profile Code of the project. (SEE: Profile Code list on following page.)

(e) Select and enter the appropriate following “Experience Code” pertaining to the firm’s last five (5) years experience performing work concerning the project’s “Profile Code”.

- 0 Individual Experience with other firm  
(SEE: 8(a) Attachment for IE entry.)
- 1 First Project
- 2 Under five (5) projects.
- 3 Over five (5) projects.

(f) Enter project Change Order data.

(g) If there was/is an investigation, lawsuit, liquidated damages, liens or claims, failed milestones, and/or warranty work related to the project, check appropriate box.

(h) Enter the Original (Schematic Design or earlier) Cost Estimate for A-E Services. Enter General Contractor original total Bid for Construction Managers.

(i) Enter the final and total cost of the project.

(j) Enter the original project completion target date at the time of award of construction contract.

(k) Enter the actual total (not substantial) completion date of the project.

**9. Current Major Projects.** Enter information of regarding major projects the firm is now performing services for (use attachment if necessary).

(a) Enter the Project Title.

(b) Enter the firm’s role with the project. Firm’s role includes:

- **P** Prime Professional Firm
- **JV** Joint Venture
- **C** Consultant

(c) Enter the Profile Code and Experience Code of the project. (SEE: Profile Code list on following page.)

(d) Enter the date which the project shall be completed.

(e) Enter the Primary Facility’s Size (SF, SY, etc.) and cost, rounded to \$100,000. Enter the cost of supporting facilities. Enter the total project cost. scope (SF, SY, etc.) of the project. . If cost information is considered “confidential” by owner, state “CONFIDENTIAL”.

**10. Subcontractor Information.** Enter information of regarding subcontractors the company may use for the proposed project. (use attachment if necessary).

(a) Enter Company Name and Service(s) Provided.

(b) Enter Company Address.

(c) Enter Primary Contact information.

(d) Enter Profile Code and Experience Code.

(e) Indicate if a Court of Justice Construction Service Provider Questionnaire for Subcontractor is attached.

**10. Certification that the forgoing is a statement of facts.** The signature of a principal of the firm, preferably the chief executive officer, certifies that the information entered on the questionnaire is true.



**Profile Codes** (extracted from GAO SF254) for use in Item 7, 8, and 9.

001 Acoustics: Noise Abatement	066 Military Design Standards, Government and Industry Design Standards
002 Aerial Photogrammetry	067 Mining and Mineralogy
003 Agriculture Development, Grain Storage, Farm Mechanization	068 Missile Facilities (Silos, Fuels, Transport)
004 Air Pollution Control	069 Modular Systems Design, Pre-Fabricated Structures or Components
005 Airports: nav aids, airport lighting, aircraft fueling	070 Naval Architecture, Off-Shore Platforms
006 Airports: terminals, hangars, freight handling	071 Ordnance, Munitions, Special Weapons
007 Arctic Facilities	075 Petroleum Exploration, Refining
008 Auditoriums and Theaters	076 Petroleum and Fuel Storage and Distribution
009 Automation: controls, instrumentation	077 Pipelines (Cross Country Liquid and Gas)
010 Barracks and Dormitories	078 Planning (Community, Regional, Areawide, and State)
011 Bridges	079 Planning (Site, Installation, and Project)
012 Cemeteries	080 Plumbing and Piping Design
013 Chemical Processing and Storage	081 Pneumatic Structures, Air-Supported Buildings
014 Churches and Chapels	082 Postal Facilities
015 Codes, Standards, Ordinances	083 Power Generation, Transmission, Distribution
016 Cold Storage, Refrigeration, Fast Freeze	084 Prisons and Correctional Facilities
017 Commercial Low Rise Building, Shopping Centers	085 Product, Machine and Equipment Design
018 Communications Systems, TV, Microwave	086 Radar, Sonar, Radio and Radar Telescopes
019 Computer Facilities, Computer Service	087 Railroad, Rapid Transit
020 Conservation and Resource Management	088 Recreational Facilities (Parks, Marinas, Etc.)
021 Construction Management	089 Rehabilitation (Buildings, Structures, Facilities)
022 Corrosion Control, Cathodic Protection, Electrolysis	090 Resource Recovery, Recycling
023 Cost Estimating	091 Radio Frequency Systems and Shieldings
024 Dams, Concrete	092 Rivers, Canals, Waterways, Flood Control
025 Dams (Earth & Rock), Dikes, Levies	093 Safety Engineering, Accident Studies, OSHA Studies
026 Desalinization (Process & Facilities)	094 Security Systems, Intruder and Smoke Detection
027 Dining Halls, Clubs, Restaurants	095 Seismic Designs and Studies
028 Ecological and Archeological Investigations	096 Sewage Collection, Treatment and Disposal
029 Educational Facilities, Classrooms	097 Soils and Geologic Studies (Foundations)
030 Electronics	098 Solar Energy Utilization
031 Elevators, Escalators, People-Movers	099 Solid Wastes, Incineration, Land Fill
032 Energy Conservation, New Energy Sources	100 Special Environments, Clean Rooms, Etc.
033 Environmental Impact Studies, Assessments or Statements	101 Structural Design, Special Structures
034 Fallout Shelters, Blast-Resistant Design	102 Surveying, Platting, Mapping, Flood Plain Studies
035 Field Houses, Gyms, Stadiums	103 Swimming Pools
036 Fire Protection	104 Storm Water Handling and Facilities
037 Fisheries, Fish Ladders	105 Telephone Systems
038 Forestry and Forest Products	106 Testing and Inspection Services
039 Garages, Vehicle Maintenance Facilities, Parking Structures	107 Traffic and Transportation Engineering
040 Gas Systems (Propane, Natural, Etc.)	108 Towers (Self Supported & Guyed Systems)
041 Graphic Design	109 Tunnels and Subways
042 Harbors, Jetties, Piers, Terminal Facilities	110 Urban Renewals, Community Development
043 Heating, Ventilating, Air Conditioning (HVAC)	111 Utilities
044 Health Systems Planning	112 Value Analysis, Life-Cycle Costing
045 Highrises (Air-Rights-Type Buildings)	113 Warehouses and Depots
046 Highways, Streets, Airfield Paving, Parking Lots	114 Water Resources, Hydrology, Ground Water
047 Historical Preservation	115 Water Supply, Treatment and Distribution
048 Hospital and Medical Facilities	116 Wind Tunnels, Research/Testing Facilities Design
049 Hotels and Motels	117 Zoning, Land Use Studies
050 Housing (Residential, Multi-Family, Apartments, Condominiums)	201 _____
051 Hydraulics and Pneumatics	202 _____
052 Industrial Buildings, Manufacturing Plants	203 _____
053 Industrial Processes, Quality Control	204 _____
054 Industrial Waste Treatment	205 _____
055 Interior Design, Space Planning	
056 Irrigation and Drainage	
<b>057 Judicial and Courtroom Facilities</b>	
058 Laboratories, Medical Research Facilities	
059 Landscape Architecture	
060 Libraries, Museums, Galleries	
061 Lighting (Interior)	
062 Lighting (Exterior)	
063 Material Handling Systems, Conveyors, Sorters	
064 Metallurgy	
065 Microclimatology, Tropical Engineering	

## Date Prepared: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>1. Company Name:</b> _____ Address (Street/City/ZIP): _____ Primary Contact/Position: _____ / _____ Telephone Number: (____) ____-____ Email Address: _____																													
Alternate Contact/Position: _____ / _____ Telephone Number: (____) ____-____ Email Address: _____																													
<b>1a. Submittal is for:</b> <input type="checkbox"/> Parent Company <input type="checkbox"/> Branch or Subsidiary Office																													
<b>1b. Name of Parent Company</b> , if applicable: _____ Address (Street/City/ZIP): _____																													
<b>1c. Names of Former Company Names and Former Parent Companies and Year(s) Established, if applicable:</b> _____																													
<b>2. Year Present Firm Established:</b> _____		<b>3. Number of Years at Present Location:</b> _____																											
<b>4. Type of Ownership</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Corporation  <input type="checkbox"/> Partnership*         </div> <div style="width: 30%;"> <input type="checkbox"/> Joint Venture*  <input type="checkbox"/> Sole Proprietor  <input type="checkbox"/> Small Disadvantaged Business         </div> <div style="width: 30%;"> <input type="checkbox"/> Small Business  <input type="checkbox"/> Minority-Owned Business  <input type="checkbox"/> Woman Owned Business         </div> </div> * Name/percent of other party: _____ / _____ % Address (Street/City/ZIP): _____																													
<b>5. Personnel Information:</b> <b>5a. General Personnel Data:</b> Total Personnel: _____ <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Total Hired in last 12 Months: _____            Total Minority Employees: _____         </div> <div style="width: 45%;">           Total Separated in last 12Months: _____            Total Disadvantaged Employees: _____         </div> </div>																													
<b>5b. General and Professional Employees available for Project</b> ( <i>list each person only once, by primary function</i> ): <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">____ Administrative</td> <td style="width: 33%;">____ Facility Managers</td> <td style="width: 33%;">____ Security Designers</td> </tr> <tr> <td>____ Architects (<i>Registered</i>)</td> <td>____ Geologists</td> <td>____ Soils Engineers</td> </tr> <tr> <td>____ Civil Engineers</td> <td>____ Hydrologists</td> <td>____ Specification Writers</td> </tr> <tr> <td>____ Construction Inspectors</td> <td>____ Interior Designers</td> <td>____ Structural Engineers</td> </tr> <tr> <td>____ Construction Managers</td> <td>____ Land Surveyors</td> <td>____ Transportation Engineers</td> </tr> <tr> <td>____ Draftsmen</td> <td>____ Master Planners</td> <td>____ _____</td> </tr> <tr> <td>____ Ecologists</td> <td>____ Mechanical Engineers</td> <td>____ _____</td> </tr> <tr> <td>____ Electrical Engineers</td> <td>____ Mining Engineers</td> <td>____ _____</td> </tr> <tr> <td>____ Estimators</td> <td>____ Sanitary Engineers</td> <td>____ _____</td> </tr> </table>			____ Administrative	____ Facility Managers	____ Security Designers	____ Architects ( <i>Registered</i> )	____ Geologists	____ Soils Engineers	____ Civil Engineers	____ Hydrologists	____ Specification Writers	____ Construction Inspectors	____ Interior Designers	____ Structural Engineers	____ Construction Managers	____ Land Surveyors	____ Transportation Engineers	____ Draftsmen	____ Master Planners	____ _____	____ Ecologists	____ Mechanical Engineers	____ _____	____ Electrical Engineers	____ Mining Engineers	____ _____	____ Estimators	____ Sanitary Engineers	____ _____
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____ Ecologists	____ Mechanical Engineers	____ _____																											
____ Electrical Engineers	____ Mining Engineers	____ _____																											
____ Estimators	____ Sanitary Engineers	____ _____																											

**5c. Construction Employees available for Project (list each person only once, by primary function):**

<input type="checkbox"/> Carpenters, Apprentices	<input type="checkbox"/> Masons, Brick, Journeymen
<input type="checkbox"/> Carpenters, Journeyman	<input type="checkbox"/> Masons, Stone, Apprentices
<input type="checkbox"/> Concrete workers, Journeyman	<input type="checkbox"/> Masons, Stone, Journeymen
<input type="checkbox"/> Concrete, Apprentices	<input type="checkbox"/> Pipefitters, Apprentices
<input type="checkbox"/> Data Network Workers, Apprentices	<input type="checkbox"/> Pipefitters, Journeymen
<input type="checkbox"/> Data Network Workers, Journeymen	<input type="checkbox"/> Plumbers, Apprentices
<input type="checkbox"/> Drywallers, Apprentices	<input type="checkbox"/> Plumbers, Licensed/Journeymen
<input type="checkbox"/> Drywallers, Journeymen	<input type="checkbox"/> Roofers, Apprentices
<input type="checkbox"/> Electricians, Apprentices	<input type="checkbox"/> Roofers, Journeyman
<input type="checkbox"/> Electricians, Licensed/Journeymen	<input type="checkbox"/> Security System Workers, Apprentices
<input type="checkbox"/> Foremen	<input type="checkbox"/> Security System Workers, Journeymen
<input type="checkbox"/> General Construction Laborers	<input type="checkbox"/> Superintendents
<input type="checkbox"/> Heavy Equipment Operators, Apprentices	<input type="checkbox"/> Telecommunication Workers, Apprentices
<input type="checkbox"/> Heavy Equipment Operators, Journeymen	<input type="checkbox"/> Telecommunication Workers, Journeymen
<input type="checkbox"/> HVAC, Apprentices	<input type="checkbox"/> Welders, Apprentices
<input type="checkbox"/> HVAC, Licensed/Journeymen	<input type="checkbox"/> Welders, Licensed/Journeymen
<input type="checkbox"/> Iron/Steel workers, Apprentices	<input type="checkbox"/> _____
<input type="checkbox"/> Iron/Steel workers, Journeyman	<input type="checkbox"/> _____
<input type="checkbox"/> Laborers, General	<input type="checkbox"/> _____
<input type="checkbox"/> Masons, Block, Apprentices	<input type="checkbox"/> _____
<input type="checkbox"/> Masons, Block, Journeymen	<input type="checkbox"/> _____
<input type="checkbox"/> Masons, Brick Apprentices	<input type="checkbox"/> _____

**5d. Labor Pool Sources available for Project (list all sources such as Union Locals, Agencies, etc., use attachment, if necessary):**

#1 Union/Agency Name: \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

#2 Union/Agency Name: \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

#3 Union/Agency Name: \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

#4 Union/Agency Name: \_\_\_\_\_  
 Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
 Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

#5 Union/Agency Name: \_\_\_\_\_  
 Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
 Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

#6 Union/Agency Name: \_\_\_\_\_  
 Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
 Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Number Available: \_\_\_\_\_

**5e. Training Programs (enter data for last three years):**

	Number of Classes	Number of Attendees	Comments
Trades Training Programs executed:	_____	_____	_____
Management Training Programs executed:	_____	_____	_____
Job Safety Training Programs executed:	_____	_____	_____
Personal Development Programs executed:	_____	_____	_____
Other Training Programs executed:	_____	_____	_____

**6. Summary by Construction Service Fees Received (last three calendar years):**

	Year _____	Year _____	Year _____
KY Local Government Contract Work: \$ _____,	\$ _____,	\$ _____,	\$ _____,
Non-KY Local Government Contract Work: \$ _____,	\$ _____,	\$ _____,	\$ _____,
KY State Government Contract Work: \$ _____,	\$ _____,	\$ _____,	\$ _____,
Non-KY State Government Contract Work: \$ _____,	\$ _____,	\$ _____,	\$ _____,
Federal Government Contract Work: \$ _____,	\$ _____,	\$ _____,	\$ _____,
All other Domestic Work: \$ _____,	\$ _____,	\$ _____,	\$ _____,
All other Foreign Work: \$ _____,	\$ _____,	\$ _____,	\$ _____,
Totals: \$ _____,	\$ _____,	\$ _____,	\$ _____,

**7. Profile of Firm's Project Experience in the last three (3) years.**

**7a. Profile Codes/Numbers of Projects/Total Gross Fees**

Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
(1)		\$	(11)		\$	(21)		\$
(2)		\$	(12)		\$	(22)		\$
(3)		\$	(13)		\$	(23)		\$
(4)		\$	(14)		\$	(24)		\$
(5)		\$	(15)		\$	(25)		\$
(6)		\$	(16)		\$	(26)		\$
(7)		\$	(17)		\$	(27)		\$
(8)		\$	(18)		\$	(28)		\$
(9)		\$	(19)		\$	(29)		\$
(10)		\$	(20)		\$	(30)		\$

**7b. Types of Projects (enter number of projects corresponding to project type only once):**

Sole Contractor			Joint Venture		
Types of Projects	Number of Projects	Total Gross Fees (in thousands)	Types of Projects	Number of Projects	Total Gross Fees (in thousands)
Design:			Design:		
Design-Build:			Design-Build:		
Construction Management:			Construction Management:		
General Contractor:			General Contractor:		
			Sub-Contractor:		

**8. Projects Executed, last three (3) years:**

(1) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

(2) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_  
Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones  
☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work  
Original Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

(3) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_  
Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones  
☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work  
Original Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
As-Built Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_  
Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

Notes and Comments: \_\_\_\_\_  
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(4) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

(5) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

Notes and Comments: \_\_\_\_\_

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(6) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

(7) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

Notes and Comments: \_\_\_\_\_

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(8) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

(9) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

Notes and Comments: \_\_\_\_\_

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(10) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

(11) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

Notes and Comments: \_\_\_\_\_

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(12) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

(13) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total Original Budget: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_ Total As-Built Cost: \$\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

Notes and Comments: \_\_\_\_\_

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(14) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_,\_\_\_\_,\_\_\_\_ Total Original Budget: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_,\_\_\_\_,\_\_\_\_ Total As-Built Cost: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

(15) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_

Address (Street/City/ZIP): \_\_\_\_\_

Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact/Position: \_\_\_\_\_ / \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_

Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_

Number of Contractor Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

Number of Contractor's Executed Change Orders: \_\_\_\_\_ Executed Change Order Costs: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

Number of Other's Tendered Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

Number of Other's Executed Change Orders: \_\_\_\_\_ Tendered Change Order Costs: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

☐ Investigation(s) ☐ Liquidated Damages ☐ Failed Milestones

☐ Lawsuits ☐ Liens/Claims ☐ Warranty Work

Original Scope: Primary Facility Size: \_\_\_\_\_ SF Primary Facility Budget: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

Supporting Facilities Budget: \$\_\_\_\_,\_\_\_\_,\_\_\_\_ Total Original Budget: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

As-Built Scope: Primary Facility Size: \_\_\_\_\_ SF Primary Facility Cost: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

Supporting Facilities Cost: \$\_\_\_\_,\_\_\_\_,\_\_\_\_ Total As-Built Cost: \$\_\_\_\_,\_\_\_\_,\_\_\_\_

Original Target Completion Date: \_\_\_\_\_ Actual Final Completion Date: \_\_\_\_\_

Notes and Comments: \_\_\_\_\_

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**9. Current Major Projects**

(1) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Anticipated Construction Completion Date:\_\_\_\_  
Project Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(2) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Anticipated Construction Completion Date:\_\_\_\_  
Project Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(3) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Anticipated Construction Completion Date:\_\_\_\_  
Project Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(4) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Anticipated Construction Completion Date:\_\_\_\_  
Project Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(5) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Anticipated Construction Completion Date:\_\_\_\_  
Project Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

(6) Project Title: \_\_\_\_\_ Firm's Role: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code:\_\_\_\_ Experience Code:\_\_\_\_ Anticipated Construction Completion Date:\_\_\_\_  
Project Scope: Primary Facility Size: \_\_\_\_, \_\_\_\_, \_\_\_\_ SF Primary Facility Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_  
Supporting Facilities Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_ Total Budget: \$ \_\_\_\_, \_\_\_\_, \_\_\_\_

**10. Subcontractor Information (use attachment if necessary):**

(1) Company Name: \_\_\_\_\_  
Services Provided: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ ☐ Questionnaire Attached

(2) Company Name: \_\_\_\_\_  
Services Provided: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ ☐ Questionnaire Attached

(3) Company Name: \_\_\_\_\_  
Services Provided: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ ☐ Questionnaire Attached

(4) Company Name: \_\_\_\_\_  
Services Provided: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ ☐ Questionnaire Attached

(5) Company Name: \_\_\_\_\_  
Services Provided: \_\_\_\_\_  
Address (Street/City/ZIP): \_\_\_\_\_  
Primary Contact/Position: \_\_\_\_\_ / \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Profile Code: \_\_\_\_\_ Experience Code: \_\_\_\_\_ ☐ Questionnaire Attached

**10. Certification that the forgoing is a statement of facts:**

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**11. Certification Date Received (Project Development Board or Court of Justice use only):**

Date Received: \_\_\_\_\_  
Receiving Official's Signature: \_\_\_\_\_  
Receiving Official's Title: \_\_\_\_\_



Administrative Office of the Courts  
Melinda L. Wheeler, Director  
Court Facilities Department  
Garlan VanHook, AIA, General Manager  
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